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| **Date** | **25/02/17** | **Completed by** | **Mikey Jarrell and Rachel Long** |

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| **Event type** | *Musical theatre and live music* |
| **Show name** | **JOAN and Hekima** |
| **Venue / location** | **Hymers College** |
| **Event Start** | **19:32 (held for latecomers)** |
| **Event End** |  |
| **Audience #’s** | *40* |
| **Associated Events** |  |

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| **Personnel** | | |
| **Production Company** |  | |
| **Event Manager** | **Mikey Jarrell** | |
| **Stage Manager** |  | |
| **FOH Manager** | Rachel Long | |
| **Hull 2017 Staff** | | **Role** |
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| **No. of volunteers** | | 7 |
| **Security provided by** | | **Prestige** |
| **Security staff numbers** | | **2** |
| **Did a briefing take place for Staff / Volunteers and Security?** | | **Yes** |

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| **Access** | | | |
| **Relaxed Performance** | N | **Audio Described** | Y |
| **Numbers of attendees with access requirements** | **0** | | |
| **General Access Comments** | | | |
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| **General comments:** |
| * **FOH** * Scanners not functional * Wayfinder volunteers should ideally have had torches. * All the volunteers attended (we didn’t have a register) * Customers seemed to feel that there was too many evaluation channels (5), given the number of people. * Volunteer sustenance worked well arriving early pre-dooors at 6:15. * **BOH** * *Venue manager Craig very helpful, supplied hot drinks* * *Heating in theatre not working, slightly too cold during performance despite all attempts by Craig to overrider centralised control settings.* * *Lighting in bar/musical performance area was a bit too bright, but on sensors so unable to dim. Not a big proble though.* * *Hekima went on late as he didn’t have his djembe – Mikey drove him to get it.* |

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| **First Aid / Security Issues:** |
| None. 1 x medics present  **If an incident has occurred, or first aid administered have you completed an incident form?** (*tick here if complete – and attach to this report)* |

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| **Safeguarding:** |
| N/A  **If an incident has occurred, have you completed an incident form?** (*tick here if complete – and attach to this report)* |

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| **Action Points:** |
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