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| **Date** | **2/11/17** | **Completed by** | **K MCCREADDIE** |

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| **Event type** | *Back to Ours* |
| **Show name** | Picture House- Beauty and the Beast |
| **Venue / location** | Winifred Holtby |
| **Event Start** | 3.02pm |
| **Event End** | 5.45pm |
| **Audience #’s** | *53* |
| **Associated Events** |  |

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| **Personnel** | | |
| **Production Company** | *Lumin and Hull Film* | |
| **Event Manager** | **Katie McCreaddie** | |
| **Stage Manager** |  | |
| **FOH Manager** | Andrew Carruthers | |
| **Hull 2017 Staff** | | **Role** |
| Jess | | Box Office |
| Abi | | Monitoring and evaluation |
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| **No. of volunteers** | | 5 front of house and 5 performers |
| **Security provided by** | | **Prestige** |
| **Security staff numbers** | | **NA** |
| **Did a briefing take place for Staff / Volunteers and Security?** | | **Yes** |

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| **Access** | | | |
| **Relaxed Performance** | Y/**N** | **Audio Described** | Y/**N** |
| **Numbers of attendees with access requirements** | **0** | | |
| **General Access Comments** | | | |
| **No issues** | | | |

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| **General comments:** |
| * **FOH** * *EG. Audience feedback/vibe*   Theatre space much warmer this afternoon.  Red carpet and rose petals entrance worked really well and people really enjoyed this. Atrium space was used for pre-show performance which was ideal.  Complimentary snacks and drinks were very well-received by parents with many remarking what good value for money it was.  Wonderful feedback- someone even wanted to give us a donation!  Addition of after party was spot on- really added to the event   * **BOH** * *EG. technical issues, power cuts etc*   No technical issues to report. |

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| **First Aid / Security Issues:** |
| One girl was unwell but it was a general illness- seen to be first aider  **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:** |
| **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:** |
| DJ to reset in drama studio for Rocky Horror tonight |