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| Show date | 20/05/17 | Show name | Heights of the Reeds |
| Date form completed | 20/05/17 | Completed by | Andrew Carruthers |

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| **1. GUIDANCE** |

Complete this form after any event with an audience or participants (including public, press, invited guests etc). Use a computer – do not print and hand-write it.

Every individual event needs a report, eg a matinee & evening performance on the same day need a report each; consecutive workshops with different participants need a report each…

Where directly associated events (eg pre-show talk, partner reception, touch tour…) are run by the same person(s), they can be included in the same form. Where these are managed by different people, each requires a separate form.

Once completed, email it to the event lead (eg Producer).

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| **2. ABOUT THE EVENT** |

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| Venue / location | Humber Bridge | | |
| Start time | 10am, 12pm & 2pm | End time | 4pm |
| Expected attendance | Sold 104  Comps 12 | Actual attendance | Sold 91  Comps 8  Walk up 20 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Andrew Carruthers |
| Production Manager |  |
| Production Company | Opera North |
| Stage Manager |  |
| FOH Manager | Event Manager |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
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| Event Volunteer Lead |  |
| No. of volunteers | 4 in the morning and 2 in the afternoon |

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| Security provided by | n/a | |
| No. of security staff | 0 | |
| Did a briefing take place for staff, volunteers & security? | | Yes |

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| **3. ACCESS** |

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| --- | --- | --- | --- | --- | --- |
| Hearing Loop? | N | BSL interpreted? | N | Surtitled? | N |
| Subtitled? | N | Relaxed perf? | N | Audio described? | Y |

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| --- | --- |
| No. of attendees with access requirements | 0 |

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| **General access comments:** |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  We explained the situation with the technical issue to the walkers on the first walk who appeared to understand that these things can happen due to adverse weather etc and were therefore OK about losing the middle chunk of music.  Only a couple of minor grumbles afterwards so maybe they will call box office to see if they can come again later in the run.  No further issues and even the short but heavy downpour on the last walk did not dampen spirits only clothing. |

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| **General BOH comments** (eg technical issues):  Isabelle from Orpheo came in to fix the technical issue with transmitter number 6 on the bridge between the first and second walks. We had everything reset with the patch in time for the second walk. Isabelle stayed and checked that everyone seemed happy after the walk before going back home to London. |

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| **5. INCIDENT REPORTING** |

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| **Summary of any accidents or near misses, and reference number of the forms completed to report these**:  A lady tripped in the car park so we helped with a clean wipe but after a short sit, and lots of attention from other walkers she said that she was fine and not to worry. |

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| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**:  n/a |

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| **6. ACTION POINTS** |

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| **Note any actions arising from the event, who should enact them and by when**:  n/a |