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| **Date** | **25/02/17** | **Completed by** | **Mikey Jarrell and Liz Poulsom** |

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| **Event type** | *Puppet Theatre* |
| **Show name** | **Meet Fred** |
| **Venue / location** | **Sirius Academy West** |
| **Event Start** | **13:05 (held for latecomers)** |
| **Event End** | **14:30** |
| **Audience #’s** | *63* |
| **Associated Events** |  |

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| **Personnel** | | |
| **Production Company** | *Hijinx theatre* | |
| **Event Manager** | **Mikey Jarrell** | |
| **Stage Manager** | *Hijinx SM* | |
| **FOH Manager** | Liz Poulson | |
| **Hull 2017 Staff** | | **Role** |
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| **No. of volunteers** | | 5 |
| **Security provided by** | | **N/A** |
| **Security staff numbers** | | **0** |
| **Did a briefing take place for Staff / Volunteers and Security?** | | **Yes** |

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| **Access** | | | |
| **Relaxed Performance** | N | **Audio Described** | N |
| **Numbers of attendees with access requirements** |  | | |
| **General Access Comments** | | | |
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| **General comments:** |
| * **FOH** * *All audience members participated in evaluation* * *Positive feedback overall* * *Too many volunteers visible watching the show at the end – should have been rotated.* * **BOH** * No technical or operational problems – show went well * *Issues with sitelines –no stage or tiered seating* * *Perhaps should have had the EM present from company get-in. No tangible problems or complaints, but we got the feeling that they felt a bit isolated.* * *Venue staff very helpful* |

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| **First Aid / Security Issues:** |
| None. 2 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:** |
| Radios, signage and FOH kit left at Sirius for collectection.  Paperwork/handbooks taken to Hymers with MJ. |