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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. |