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| --- | --- | --- | --- |
| Show date | 23/06/17 | Show name | Heights of the Reeds |
| Date form completed | 23/06/17 | Completed by | Suzanne Donkin |

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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 | 120 | Actual attendance | Sold 102  No show 28  Walk up 10 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Suzanne Donkin |
| 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 | 3 in the morning and 3 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** |

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

|  |  |
| --- | --- |
| No. of attendees with access requirements | 1 |

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| **General access comments:Mobility scooter used at 2.00** |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** Everyone very happy with the experience.We had some children who are representing childrens press.they were very happy and nterviews myself a voulenter and a member of the public. |

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| **General BOH comments** (eg technical issues):  At the start of the shirt we called the bridge board to make sure the bridge gate was opened.They assured us this would be done.Upon sending the 10.00am group out this became apparent that this was not the case. We sent a voulenteer up to the group to make sure they knew this would be resolved.  The voulenteer decided to do the walk thankfully as the gate at the Barton side was left open.After calling the bridge board three times this was then closed. |

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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**: |

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

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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**: |