|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 15.04.17 | Show name | Height of the Reeds |
| Date form completed | 15.04.17 | Completed by | Keda Breeze |

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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 TIC |
| Start time | 10.00AM  | End time | 16.00AM |
| Expected attendance | PUBLIC 102COMPS 10 | Actual attendance | PUBLIC 58COMPS 8WALK UPS 41 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Keda Breeze |
| Production Manager |  |
| Production Company |  |
| Stage Manager |  |
| FOH Manager | Keda Breeze |
| *Add other Hull 2017 staff below with their roles; add more rows if required* |
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|  |  |
|  |  |

|  |  |
| --- | --- |
| Event Volunteer Lead | NA |
| No. of volunteers |  |

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

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| **3. ACCESS** |

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

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

|  |
| --- |
| **General access comments:** |

|  |
| --- |
| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):Very hectic day but everything ran smoothly despite.V high number of walk ups and also high no shows.Had 19 walk ups for 10AM walkHad 12 walk ups for 12.00 walk but many more were wanting to do it but were advised that there may not be space for them so they might not want to wait. There was actually then a high number of no shows so these guests could have been accommodated. No shows for that group were 2 x 6’s and 1 2. 2.00 walk had less walk ups but again a lot of now shows esp in big groups. I think people are booking big bunches of tickets for planned family days then not attending. Farmers market set up in front of the old café, had to move stalls (empty set for next day) to get out flyers and mobility scooter.  |

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| **General BOH comments** (eg technical issues):  |

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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**: None |

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| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**:None |

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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**: |