|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 23.04.17 | Show name | Height of the Reeds |
| Date form completed | 23.04.17 | Completed by | Keda Breeze |

|  |
| --- |
| **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).

|  |
| --- |
| **2. ABOUT THE EVENT** |

|  |  |  |  |
| --- | --- | --- | --- |
| Venue / location | Humber Bridge TIC | | |
| Start time | 10.00AM | End time | 16.00AM |
| Expected attendance | PUBLIC 100  COMPS 12 | Actual attendance | PUBLIC 64  COMPS 10  WALK UPS 46 |

|  |
| --- |
| **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* | |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 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 |

|  |
| --- |
| **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** |

|  |
| --- |
| A busy day with many no shows and many walk ups but all went smoothly. |

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

|  |
| --- |
| **5. INCIDENT REPORTING** |

|  |
| --- |
| **Summary of any accidents or near misses, and reference number of the forms completed to report these**: None |

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

|  |
| --- |
| **6. ACTION POINTS** |

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