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| --- | --- | --- | --- |
| Show date | 04/11/17 | Show name | Frogman |
| Date form completed | 05/11/17 | Completed by | Joanna Morley |

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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, or circulate it to the project team and James Crawford.

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| **2. ABOUT THE EVENT** |

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| Venue / location | Block C, C4DI | | |
| Expected doors open | 14:55 | Actual doors open | 14:59 |
| Expected start time | 15:00 | Actual start time | 15:02 |
| Expected end time | 16:00 | Actual end time | 16:08 |
| Expected attendance | 46 | Actual attendance | 40 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

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| Event Manager | Joanna Morley |
| Duty Tech | Alex Pullen |
| Production Company | curious directive |
| Stage Manager | Jade Hunter |
| Director of Technical and Operations | Chris Clay |

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| --- | --- |
| Event Volunteer Lead | Joanna Morley |
| No. of volunteers | 4 |

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| --- | --- | --- |
| Security provided by | n/a | |
| No. of security staff | n/a | |
| 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? | N |

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| --- | --- |
| No. of attendees with access requirements | 0 |

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| **General access comments:**  Good Access throughout space. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  2 late comers were let in during the appropriate moment. Positive feedback, regardless of delayed applause. |

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| **General BOH comments** (eg technical issues):  Chair 16 was re-wired before performance. Audience member was swapped from chair 31 to 1 during the show as sound was not working |

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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**:  n/a |

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

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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**:  Venue Manager handover meeting happened between Joanna Morley and Olivia Haw. Joanna will assist Olivia on the next show and then Olivia will take over. |