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| **Date** | **2/11/17** | **Completed by** | **K MCCREADDIE** |

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| **Event type** | *Back to Ours* |
| **Show name** | Picture House- Monsters Inc |
| **Venue / location** | Winifred Holtby |
| **Event Start** | 10.32 |
| **Event End** | 12.45 |
| **Audience #’s** | *47* |
| **Associated Events** |  |

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| **Personnel** | | |
| **Production Company** |  | |
| **Event Manager** | **Katie McCreaddie** | |
| **Stage Manager** |  | |
| **FOH Manager** | Andrew Carruthers | |
| **Hull 2017 Staff** | | **Role** |
| Jess | | Box Office |
| Abi | | Monitoring and evaluation |
|  | |  |
| **No. of volunteers** | | 5 front of house and 5 performers |
| **Security provided by** | | **Prestige** |
| **Security staff numbers** | | **NA** |
| **Did a briefing take place for Staff / Volunteers and Security?** | | **Yes** |

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| **Access** | | | |
| **Relaxed Performance** | Y/**N** | **Audio Described** | Y/**N** |
| **Numbers of attendees with access requirements** | **0** | | |
| **General Access Comments** | | | |
| **No issues** | | | |

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| **General comments:** |
| * **FOH** * *EG. Audience feedback/vibe*   Toilets weren’t particularly clean and toilet roll was jammed. Caretakers sorted toilet roll but Tom and I cleaned the toilets!  Theatre cold again- difficult to find an engineer who can sort it out.   * **BOH** * *EG. technical issues, power cuts etc*   Flashing light on fire escape still- covered it with tape for today |

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| **First Aid / Security Issues:** |
| NA  **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:** |
| **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:** |
| Again, heating is an issue in this venue- perhaps need looking at for future performances so that we can control it ourselves. |