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

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

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

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

|  |
| --- |
| **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 |

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

|  |
| --- |
| **Safeguarding:**  |
| [ ]  **If an incident has occurred, have you completed an incident form?** (*tick here if complete – and attach to this report)* |

|  |
| --- |
| **Action Points:**  |
| Again, heating is an issue in this venue- perhaps need looking at for future performances so that we can control it ourselves.  |