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| --- | --- | --- | --- |
| Show date | 11/12/17 | Show name | WDWGFH |
| Date form completed | 11/12/17 | Completed by | Laura Beddows |

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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 | Trinity Square / Museum Quarter / Beverley Gate  |
| Expected doors open | 17:00 | Actual doors open | 17:00 |
| Expected start time | 17:00 | Actual start time | 17:00 |
| Expected end time | 21:00 | Actual end time | 21:00 |
| Expected attendance | Unknown  | Actual attendance |  |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Laura Beddows  |
| Production Manager | Chris Clay |
| Production Company | Hull 2017 / Jason Bruges Studio |
| Stage Manager |  |
| FOH Manager |  |
| *Add other Hull 2017 staff below with their roles; add more rows if required* |
|  | Niccy Hallifax – Executive Producer |
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| Event Volunteer Lead | Sandra Cooper / Sheila Leathley / Andy Moore / Anja Simpson / Julie Woolway |
| No. of volunteers | 15 – lots of volunteers unable to attend due to illness |

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| Security provided by | Prestige  |
| No. of security staff | 6 |
| Did a briefing take place for staff, volunteers & security? |  Yes |

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| **3. ACCESS** |

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| --- | --- | --- | --- | --- | --- |
| 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 | None made themselves known to us |

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| **General access comments:**None |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):* Audience feedback to the installations was positive and many were happy to complete orange tags and provide details for further interview
* The volunteers were encouraged to take more breaks due to the cold, and the production team provided additional sweet treats
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| **General BOH comments** (eg technical issues):* A light at the Wilberforce Installation failed to come on, Music Consortium checked everything they could and JBS looked at the programme. The light needs replacing by HSL, they will swap the light tomorrow daytime. In the meantime another light has been angled to create the reflection of light needed.
* Problem reported at 8pm on set of robots north side of minster - one light flickering then at 8.10pm flickering light stopped and all other lights on this set went off. Music Consortium checked breakers, not the cause of the problem. JBS were then called at 8.15pm to look in to it. They have informed HSL and are contacting their technician to see if there’s anything he can do.
* Three crew plus a supervisor from Music Consortium were on site at all times and provided hourly operating updates.

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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**:Greg injured his hand on the metal grids covering plinths while entering to check breakers for lights – form completed ref A060 |

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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**:Error reported with HSL prior to the end of the show by email. 24 hours contract so they would be in breach if not fixed tomorrow. Will chase tomorrow AM |