|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 10/12/17 | Show name | Floe |
| Date form completed | 10/12/17 | Completed by | James Clark |

|  |
| --- |
| **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 | The Deep, Stage @ the Dock, C4DI | | |
| Expected doors open | 18:00 | Actual doors open | 18:00 |
| Expected start time | 18:00 | Actual start time | 18:00 |
| Expected end time | 22:00 | Actual end time | 22:00 |
| Expected attendance | Unknown | Actual attendance | Unknown |

|  |
| --- |
| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | James Clark |
| Production Manager | Chris Clay |
| Production Company |  |
| Stage Manager |  |
| FOH Manager |  |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
|  | Hannah Williams Walton – Producer |
|  | Hazel Colquhoun – Curator |
|  | Andrew Knight – Curator |

|  |  |
| --- | --- |
| Event Volunteer Lead |  |
| No. of volunteers | 1st Shift – 9 2nd Shift - 10 |

|  |  |  |
| --- | --- | --- |
| Security provided by | Prestige | |
| No. of security staff | 7 | |
| Did a briefing take place for staff, volunteers & security? | | Yes |

|  |
| --- |
| **3. ACCESS** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hearing Loop? | N | BSL interpreted? | N | Subtitled? | N |
| Subtitled? | N | Relaxed perf? | N | Audio described? | N |

|  |  |
| --- | --- |
| No. of attendees with access requirements | None made themselves known to us |

|  |
| --- |
| **General access comments:**  None |

|  |
| --- |
| **4. GENERAL COMMENTS** |

|  |
| --- |
| **General FOH comments** (eg audience feedback, atmosphere):   * Positive reception again despite inclement weather. * A busy start at 18:00 remained steady to 21:00. Last hour fairly quiet. |

|  |
| --- |
| **General BOH comments** (eg technical issues):   * The installation functioned without any 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**:  None |