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| --- | --- | --- | --- |
| Show date | 16/12/17 | Show name | WDWGFH |
| Date form completed | 16/12/17 | 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)*

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| --- | --- |
| 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 | Sean Alton / Paul Benson / Pat Greaken / Chris Head |
| No. of volunteers | 13 |

|  |  |  |
| --- | --- | --- |
| Security provided by | Prestige | |
| No. of security staff | 12 | |
| 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 | 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 * All locations had a steady flow until approx. half seven, from then numbers were very low and mostly just passing drinkers. * 3 volunteers called in sick for their shift, but we were fine with the number we had. |

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| **General BOH comments** (eg technical issues):   * Trinity Square, one base had a panel not fixed on and a screwdriver left beside it. Music Consortium fixed this back in place with cable ties. * One technician from Music Consortium didn’t turn up, Nick tried to contact him but no luck and Mike tried to find cover but was unable to. Nick covered one of the locations and we managed. * Electrics in the old argos building have been shorting extension leads. For now we have rearranged tables and are using one plug per item and this seems to be okay. * Argos building is very cold! |

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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**:  None |

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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**:   * Look in to heaters for argos building |