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| --- | --- | --- | --- |
| Show date | 14/05/17 | Show name | Heights of the Reeds |
| Date form completed | 14/05/17 | Completed by | Andrew Carruthers |

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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 | Humber Bridge | | |
| Start time | 10am, 12pm & 2pm | End time | 4pm |
| Expected attendance | Sold 114  Comps 18 | Actual attendance | Sold 111  Comps 13  Walk up 14 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Andrew Carruthers |
| Production Manager |  |
| Production Company | Opera North |
| Stage Manager |  |
| FOH Manager | Event Manager |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
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| Event Volunteer Lead |  |
| No. of volunteers | 2 in the morning and 3 in the afternoon |

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| --- | --- | --- |
| Security provided by | n/a | |
| No. of security staff | 0 | |
| 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? | Y |

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| --- | --- |
| No. of attendees with access requirements | 0 |

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| **General access comments:**  A few pushchairs in today. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  A great turn out by the walkers today, only 3 spare tickets handed in on the last walk (thank goodness as we needed them).  Everyone enjoyed the sunshine, which did make some walk slower than we needed to make them come back within the two hour slot. We delt with this without fuss and nobody was any the wiser that we were awaiting equipment to be returned before setting them off.  Same situation with the what appeared to be oversubscribed 2pm walk, everything worked out ok with all receivers going out with even a walk up sharing one between two. |

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| **General BOH comments** (eg technical issues):  No real issues today. |

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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**:  n/a |

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| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**:  n/a |

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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**:  n/a |