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| --- | --- | --- | --- |
| Show date | 01/11/17 | Show name | Frogman |
| Date form completed | 02/11/17 | Completed by | Joanna Morley  |

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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, or circulate it to the project team and James Crawford.

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| **2. ABOUT THE EVENT** |

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| Venue / location | Block C, C4DI |
| Expected doors open | 14:18 | Actual doors open | 14:25 |
| Expected start time | 14:30 | Actual start time | 14:32 |
| Expected end time | 15:15 | Actual end time | 15:04 |
| Expected attendance | 38 | Actual attendance | 37 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

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| --- | --- |
| Event Manager | Joanna Morley  |
| Duty Tech | Alex Pullen  |
| Production Company | curious directive – Jack Lowe and Eddie Elbourne  |
| Stage Manager | Jade Hunter  |
| Producer | Martin Atkinson |

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| --- | --- |
| Event Volunteer Lead | Joanna Morley |
| No. of volunteers | 3 |

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

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

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| **General access comments:**Good Access throughout space.  |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):Positive Feedback from audience.There is a 12+ restriction on the show and there was one audience member who was 9, Martin took their details and have passed them onto box office in order to allow them to get tickets for an alternative show this half term. |

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| **General BOH comments** (eg technical issues):Only a few audience members needed assistance with their VR headsets, dealt with by Jade Hunter, Jack Lowe, Alex Pullen and Joanna Morley.  |

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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**:Venue Manager to add to FOH and Volunteer briefing the age restriction on the show and if there is another incident of an underage audience member, we will repeat the offer of offering tickets to another Hull 2017 show.  |