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| Show date | 15th Oct 2017 | Show name | 2097:We Made Ourselves Over |
| Date form completed | 16th Oct 2017 | Completed by | A. Pearson  Nick Tandavanitj |

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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 | Humber Street, Fruitmarket | | |
| Expected doors open | 14.00 | Actual doors open | 14.00 |
| Expected start time | 14.00 | Actual start time | 14.00 |
| Expected end time | 18.00 | Actual end time | 17.00 |
| Expected attendance | Screening audience:  150  Passengers in cars:  24 | Actual attendance | Estimated passers-by and casual viewers: 100  Directly engaged by Hull 2017 Volunteers and  Blast Theory: 189  Passengers in cars:  20 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

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| --- | --- |
| Event Manager | A.Pearson/J Hill |
| Production Manager | A.Pearson/J Hill |
| Production Company | Blast Theory |
| Stage Manager | A.Pearson/J Hill |
| FOH Manager |  |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |

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| --- | --- |
| Event Volunteer Lead | Jo Hill |
| No. of volunteers | 5 |

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| --- | --- | --- |
| Security provided by | prestige | |
| No. of security staff | 1 | |
| Did a briefing take place for staff, volunteers & security? | | **Yes** / No |

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| **3. ACCESS** |

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| --- | --- | --- | --- | --- | --- |
| Hearing Loop? | ~~Y~~/**N** | BSL interpreted? | ~~Y~~/**N** | Surtitled? | ~~Y~~/**N** |
| Subtitled? | **Y**/~~N~~ | Relaxed perf? | **Y**/~~N~~ | Audio described? | ~~Y~~/**N** |

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| No. of attendees with access requirements | 2 |

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| **General access comments:**  Two elderly women – one with a hearing aid, and another with poor hearing needed assistance from the volunteers at the phone box to begin the car experience. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  The screen was positioned outside the park café, next to the clock in the centre of East Park. East Park was expected to be relatively busy for a Sunday afternoon, however, there were still strong winds when the screening was being set-up and the poor weather meant that the people stayed for less time than was hoped for.  The screen was positioned to be visible from the tables of park café and volunteers split up to talk to the public in the café and to walk around the park. Most of those who watched or took part in the car were families with children spending the afternoon in the park who had not heard about the project or screening before, though one group of university students attended to take part.  2 out of 5 priority codes from people who’d picked up the call on October 1st arrived for the screening. Feedback was generally positive, however, one person fed back that the presence of the volunteers at the phone box intruded on the experience. |

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| **General BOH comments** (eg technical issues):  It wasn’t clear to the volunteers that any refreshments were being provided for them from 2017 so hot drinks, sandwiches and snacks were provided by e52.  Though the park had agreed to have the screening run until 6pm, the normal closing time for the park is 5.30pm. Given how quiet the park was after the café closed early, the team chose to begin packing up from 5pm.  Again, the screening van driver advised not raising the screen at this location because of the wind. |

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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**:  Add note to volunteers to flag those with hearing issues in advance - NT  Update briefing to volunteers manning phone box to stand back unless assistance is needed – NT |