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| --- | --- | --- | --- |
| Show date | 21/12/17 | Show name | WDWGFH |
| Date form completed | 21/12/17 | 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 / Andy Moore / Su Rose |
| No. of volunteers | 13 |

|  |  |  |
| --- | --- | --- |
| Security provided by | Prestige | |
| No. of security staff | 7 | |
| 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):   * Quiet night due to wet weather but audience responses were positive |

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| **General BOH comments** (eg technical issues):   * One issue at Beverley Gate – two lights went out due to water in the power lead. Music Consortium have contacted JBS and will arrange for HSL to fix tomorrow daytime. * 4 members of Music Consortium were on site at all times and provided regular updates on the operation of the installations |

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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**:   * A person with mental health problems started a conversation with the security team at Trinity Square regarding voices they were hearing. The security staff were concerned for the individual’s wellbeing so let me know and were about to call Humberside NHS crisis service when two police officers passed. Security alerted them to the individual and the police took over. No further incidents after this. |

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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**: |