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| **Date** | **23/02/17** | **Completed by** | **Mikey Jarrell** |

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| **Event type** | *Film* |
| **Show name** | **Picture House** |
| **Venue / location** | **Sirius West** |
| **Event Start** | **10:30** |
| **Event End** | **17:45** |
| **Audience #’s** | *100 / 100 / 88 (approx)* |
| **Associated Events** | **Charlie and the Chocolate Factory / Matilda / FMF** |

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| **Personnel** | | |
| **Production Company** | *Lumen* | |
| **Event Manager** | **Mikey Jarrell** | |
| **Stage Manager** | *Stuart (Lumen)* | |
| **FOH Manager** | Linda | |
| **Hull 2017 Staff** | | **Role** |
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| **No. of volunteers** | | 5 |
| **Security provided by** | | **N/A** |
| **Security staff numbers** | | **0** |
| **Did a briefing take place for Staff / Volunteers** | | **Yes** |

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| **Access** | | | |
| **Relaxed Performance** | N | **Audio Described** | N |
| **Numbers of attendees with access requirements** | **1** | | |
| **General Access Comments** | | | |
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| **General comments:** |
| * **FOH** * *Very positive feedback. Customers particularly commented on affordabilty and convenient location enabling their access, particularly as the weather was very bad.* * *Lots of parents used the films as a test to see if there younger kids could concentrate quietly through a film, in a local and affordable location (as opposed to risking paying full price at a mainstream cinema).* * *All volunteers were enthusiastic and helpful.* * **BOH** * *All Lumen production elements perfect* * *House fire exit lights in the cinema theatre itself were not operational when house lights were down. Volunteers were therefore positioned on fire exits with torches. Please see follow-up email for details. MJ* |

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| **First Aid / Security Issues:** |
| None  **If an incident has occurred, or first aid administered have you completed an incident form?** (*tick here if complete – and attach to this report)* |

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| **Safeguarding:** |
| N/a  **If an incident has occurred, have you completed an incident form?** (*tick here if complete – and attach to this report)* |

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| **Action Points:** |
| Email photos to Trevor (venue manager) ASAP.  Follow up on Fire Exit lights in the Main Hall ahead of Saturday’s Meet Fred event. |