|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 7th Oct 2017 | Show name | 2097:We Made Ourselves Over |
| Date form completed | 13th Oct 2017 | Completed by | A. Pearson  Nick Tandavanitj |

|  |
| --- |
| **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.

|  |
| --- |
| **2. ABOUT THE EVENT** |

|  |  |  |  |
| --- | --- | --- | --- |
| Venue / location | Perry Street (Hull Fair) | | |
| Expected doors open | 14.00 | Actual doors open | 14.00 |
| Expected start time | 15.00 | Actual start time | 15.00 |
| Expected end time | 22.00 | Actual end time | 22.00 |
| Expected attendance | Screening audience:  800  Passengers in cars:  35 | Actual attendance | Estimated passers-by and casual viewers:  3000+  Directly engaged by Hull 2017 Volunteers and  Blast Theory:  430  Passengers in cars:  25 |

|  |
| --- |
| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| 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* | |
|  | Sam Hunt |
|  | Lindsey Alvis |
|  |  |

|  |  |
| --- | --- |
| Event Volunteer Lead | Jo Hill |
| No. of volunteers | 20 |

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

|  |
| --- |
| **3. ACCESS** |

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

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

|  |
| --- |
| **General access comments:**  One parent later reported their son as diagnosed with mental health issues. Many unattended under 18s or parents with more than one under 18 accompanying them weren’t able to take part in the cars. |

|  |
| --- |
| **4. GENERAL COMMENTS** |

|  |
| --- |
| **General FOH comments** (eg audience feedback, atmosphere):  The site provided a highly visible location for the project with at least a dozen of people passing the screen every minute, not including the buses dropping off and picking up on both sides of the road. This produced a lot of brief engagement, often talking for a few seconds, but with a very diverse range of people. Despite the crowds, it was difficult to find people willing to take part in the car experience at this location. People were often with larger groups on their way to or from the fair, so asking individuals to take 15mins was often an issue. The queue for taking part in the car in general meant a smoother flow of audiences into the cars, and helpe manage expectations for waiting times for this. From 7pm onwards the pick-up phone box became blocked by buses queuing. At this point the pick-up procedure was switched to use a mobile phone given to the audience member with the pick up taking place next to the screen. Again audience feedback from the cars was unanimously positive. |

|  |
| --- |
| **General BOH comments** (eg technical issues):  Traffic on Anlaby Road was congested through-out the day which reduced the through put for the car experience. In general, the volunteers worked well at engaging people and keeping the queue sheet, however, it was exhausting given the number of people, and the larger number of volunteers was needed for this location to allow for individual breaks and downtime. Several volunteers reported that they’d lost track of the number of people they’d spoken to or had forgotten to record this altogether so the recorded figure may be low |

|  |
| --- |
| **5. INCIDENT REPORTING** |

|  |
| --- |
| **Summary of any accidents or near misses, and reference number of the forms completed to report these**:  None |

|  |
| --- |
| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**:  No safeguarding issues |

|  |
| --- |
| **6. ACTION POINTS** |

|  |
| --- |
| **Note any actions arising from the event, who should enact them and by when**:  Review volunteer briefing to clarify audience count procedure (NT/JH) |