|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 06/12/17 | Show name | Where Do We Go From Here? |
| Date form completed | 06/12/17 | 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 | Beverley Gate, Trinity Square and Museums Quarter | | |
| Expected doors open | 16:45 | Actual doors open | 16:45 |
| Expected start time | 17:00 | Actual start time | 17:00 |
| Expected end time | 21:00 | Actual end time |  |
| Expected attendance | unknown | Actual attendance | Unkown |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Laura Beddows |
| Production Manager |  |
| Production Company |  |
| Stage Manager |  |
| FOH Manager |  |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
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| --- | --- |
| Event Volunteer Lead | Laura Beddows |
| No. of volunteers | 15 |

|  |  |  |
| --- | --- | --- |
| Security provided by | Prestige | |
| No. of security staff | 12 security/event staff and 3 Music Consortium techs | |
| 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 | Unkown |

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| --- |
| **General access comments:** |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  Positive feedback from audiences  Good numbers to begin with but very quiet after 7pm (apart from carol singers leaving City Hall who enjoyed Beverley Gate) |

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| **General BOH comments** (eg technical issues):  Museum Gardens began with no hydra lights but this was resolved by the 2nd run  Museum Gardens came to a stop midway through the night but was resolved quickly  Beverley Gate and Trinity Square worked all evening |

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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**: |