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| Show date | 14th 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 | Anlaby Park Community Library | | |
| Expected doors open | 12.00 | Actual doors open | 12.00 |
| Expected start time | 12.00 | Actual start time | 12.00 |
| Expected end time | 14.00 | Actual end time | 14.00 |
| Expected attendance | Screening audience:  50  Passengers in cars:  12 | Actual attendance | Estimated passers-by and casual viewers:  50+  Directly engaged by Hull 2017 Volunteers and  Blast Theory:  163  Passengers in cars:  16 |

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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* | |
|  | James McGuire |
|  |  |
|  |  |

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| --- | --- |
| Event Volunteer Lead | Jo Hill |
| No. of volunteers | 6 |

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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 | 3 |

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| **General access comments:**  Two audience members: Joe, aged 92, and his wife reported having mobility issues. The car pick-up and drop-off was moved to the park gate adjacent to the screen to accommodate them. One further woman reported issues with getting into and out of cars. The car team were briefed to be prepare to assist. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  Anlaby Park Community Library was expected to be a difficult location to find audiences but people arrived from just before noon onwards. Two of the 2017 volunteers are trustees of the library, which is run by the community, and a large number of those in the audience were attending because of the community library’s network.  The remainder included dog walkers and families who’d happened to come to play in the park before lunch. The library brought out additional seating for the screening which was filled. |

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| **General BOH comments** (eg technical issues):  There was a slight delay getting the audio set up for the screen.  The phone box for this location was 2 mins walk away and out of sight of the screen.  After one delay with a car pick up, two volunteers were posted at the phone box and briefed to liaise with Nick. Cueing for the cars was changed to accommodate the additional walk time.  One volunteer who lived next to the park reported not having received the letter from the letter drop.  Different issues with the mics in both cars meant no sound was recorded in car 2 and only backup sound in car 1. |

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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 additional mic recording test to operator check list at start of location (PD)  Follow up with known residents to confirm receipt of letterdrop for this location (AP) |