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| Show date | 15/02/18 | Show name | The Giants Loo Roll |
| Date form completed | 15/02/18 | Completed by | Andrew Carruthers |

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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 | Sirius West Academy | | |
| Expected doors open | 13:30 | Actual doors open | 13:30 |
| Expected start time | 14:00 | Actual start time | 14:05 |
| Expected end time | 15:00 | Actual end time | 14:52 |
| Expected attendance | 161+guests | Actual attendance | 169 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

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| --- | --- |
| Event Manager | Andrew Carruthers |
| Production Manager | Carys Tavener |
| Production Company | Talegate Theatre |
| Stage Manager | Dean |
| FOH Manager | N/A |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
|  |  |
|  | Pippa Gardner - Evaluation |
|  |  |

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| --- | --- |
| Event Volunteer Lead | Jenny Harrison |
| No. of volunteers | 5 plus lead |

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| --- | --- | --- |
| Security provided by | N/A | |
| No. of security staff | 0 | |
| 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? | Y | Audio described? | N |

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| --- | --- |
| No. of attendees with access requirements | 1 |

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| **General access comments:**  6 steps down into auditorium, use of lift for wheelchairs |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  A steady flow of audience arriving from 13:15 onwards. Volunteers did a great job of filling from the front and far side as they were briefed pre-show leaving us with spaces for latecomers on the side nearest to the entrance/exit.  One wheelchair, as expected, seated near lift.  One little girl joined in up to the point of almost going on stage at the beginning. Mum didn’t move so the volunteers moved her back to safety. Another left at the halfway point as she was a little scared by the noise. Her Gran said that it was her second time to a live show and the last one, a panto, scared her too.  Loads of joining in and merriment throughout. Lovely comments at the end from the young and old members of the audience.  Evaluation by emojis and Grandma. |

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| **General BOH comments** (eg technical issues):  Company said that maybe this show was not best being performed in a flat floor auditorium as the children couldn’t really see at the back.other than that, they thought the day went really well and were quite happy with everything. |

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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**: |

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| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**: |

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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**: |