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| --- | --- | --- | --- |
| Show date | 150717 | Show name | Longhill Burn |
| Date form completed | 170717 | Completed by | Gareth Hughes |
|  |  |  |  |

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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 | Eastmount Playing Fields, Longhill | | |
| Expected doors open | 2100 | Actual doors open | 2030 |
| Expected start time | 2140 | Actual start time | 2145 |
| Expected end time | 2230 | Actual end time | 2230 |
| Expected attendance | 2000 - 4000 | Actual attendance | 2592 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Gareth Hughes |
| Production Manager | Adam Long |
| Production Company | TG Events |
| Stage Manager | Various |
| FOH Manager | Various |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
| Executive Producer | Katie Fuller |
| Producer | Maddie Maughan |
| Producer |  |
| Assistant Producer | Elizabeth Bergeron |
| Volunteer Lead | Sarah Harris |
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| --- | --- |
| Event Volunteer Lead | Sarah Harris |
| No. of volunteers | 38 |

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| --- | --- | --- |
| Security provided by | Prestige Security | |
| No. of security staff | 24 | |
| 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 |

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| --- | --- |
| No. of attendees with access requirements | 5 (7 signed up) |

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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):  Good feedback, need for tweaking of security and volunteer positions for access and egress.  Gates closing and opening being close together lead to public being in the area without site rules being applied (alcohol), this was managed by security response teams light touch – advising and observing.  Report of mass fight being organised in the estate from overheard comments. GH contacted police for intel – was stated that an earlier incident (unrelated to the event) may be the cause. GH monitored outside activity and liaised with local policing on the matter – no issue related.  PA system could be louder – AL resolved from contact with KF.  Report of a firework being seen in a women’s back pocket was unsubstantiated. |

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| **General BOH comments** (eg technical issues):  Some issues on sterilising the fall out area – but resolved by GH |

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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**:  3 – See medical report |

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| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**:  Two lost children reported – Lost Children workers resolved before paper work was filed – one reunited at scene the other reunited at Lost Children’s point |

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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**:  See above |