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| --- | --- | --- | --- |
| Show date | 17/06/17 | Show name | Heights of the Reeds |
| Date form completed | 17/06/17 | 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, email it to the event lead (eg Producer).

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| **2. ABOUT THE EVENT** |

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| --- | --- | --- | --- |
| Venue / location | Humber Bridge | | |
| Start time | 10am, 12pm & 2pm | End time | 4pm |
| Expected attendance | Sold 127  Comps 15 | Actual attendance | Sold 109  Comps 13  Walk up 15 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Andrew Carruthers/Katherine McCreadie |
| Production Manager |  |
| Production Company | Opera North |
| Stage Manager |  |
| FOH Manager | Event Manager |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
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| Event Volunteer Lead |  |
| No. of volunteers | 2 volunteers for the first and second walk and just Lorna for the third walk but everyone relaxed due to the hot weather. |

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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? | N | Audio described? | Y |

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

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| **General access comments:** One wheelchair on middle walk and several pushchairs, all OK. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  Very hot weather, advised everyone to wear sun cream, good breeze on bridge. Everyone happy today, maybe the weather was a factor too but really positive and enjoyable. |

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| **General BOH comments** (eg technical issues):  None today, everyone happy |

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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**:  n/a |