|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 03.04.17 | Show name | Height of the Reeds |
| Date form completed | 03.04.17 | Completed by | Keda Breeze |

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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** |

|  |  |  |  |
| --- | --- | --- | --- |
| Venue / location | Humber Bridge TIC | | |
| Start time | 09.00AM | End time | 16.00AM |
| Expected attendance | PUBLIC 103  COMPS 15 | Actual attendance | PUBLIC 83  COMPS 13  WALK UPS 14 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | KEDA BREEZE |
| Production Manager |  |
| Production Company |  |
| Stage Manager |  |
| FOH Manager | KEDA BREEZE |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
|  |  |
|  |  |
|  |  |

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| --- | --- |
| Event Volunteer Lead | KEDA BREEZE |
| No. of volunteers | 3 (1 x morning 2 x afternoon) |

|  |  |  |
| --- | --- | --- |
| Security provided by | NA | |
| No. of security staff |  | |
| Did a briefing take place for staff, volunteers & security? | | Yes / No |

|  |
| --- |
| **3. ACCESS** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hearing Loop? | N | BSL interpreted? | N | Surtitled? | N |
| Subtitled? | N | Relaxed perf? | N | Audio described? | N |

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

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| --- |
| **General access comments:**  First general public day, pinpointing any issues and working out strategies |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  95% Very good, many of which totally raving over the show  A few guests was not to their taste |

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| **General BOH comments** (eg technical issues):  2 x groups went on wrong side, amend info we give out  1 x headset didn’t trigger on way back |

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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**:  NA |

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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**:  NA – All actions in hand |