|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 08.04.17 | Show name | Height of the Reeds |
| Date form completed | 08.04.17 | Completed by | Keda Breeze |

|  |
| --- |
| **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).

|  |
| --- |
| **2. ABOUT THE EVENT** |

|  |  |
| --- | --- |
| Venue / location | Humber Bridge TIC |
| Start time | 10.00AM  | End time | 16.00AM |
| Expected attendance | PUBLIC 105COMPS 20 | Actual attendance | PUBLIC 93COMPS 18WALK UPS 27 |

|  |
| --- |
| **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* |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Event Volunteer Lead | NA |
| No. of volunteers |  |

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

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

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

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

|  |
| --- |
| **General access comments:** |

|  |
| --- |
| **4. GENERAL COMMENTS** |

|  |
| --- |
| **General FOH comments** (eg audience feedback, atmosphere):Very good feedback.A lot of guests asking to buy music. |

|  |
| --- |
| **General BOH comments** (eg technical issues):One group of guests very late back from last session. Guests taking longer due to warm weather. Challenging behaviour from one guest who did not start the walk on time – separate report sent.  |

|  |
| --- |
| **5. INCIDENT REPORTING** |

|  |
| --- |
| **Summary of any accidents or near misses, and reference number of the forms completed to report these**: None |

|  |
| --- |
| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**:None |

|  |
| --- |
| **6. ACTION POINTS** |

|  |
| --- |
| **Note any actions arising from the event, who should enact them and by when**:Established that bridge gate can’t be locked at end of day before ensuring with Bridge control that no guests are remaining on the bridge. Stressing the importance of being back in time. |