|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 07/01/18 | Show name | WDWGFH |
| Date form completed | 07/01/18 | Completed by | Laura Beddows |

|  |
| --- |
| **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 | Trinity Square / Museum Quarter / Beverley Gate  |
| Expected doors open | 17:00 | Actual doors open | 17:00 |
| Expected start time | 17:00 | Actual start time | 17:00 |
| Expected end time | 21:00 | Actual end time | 21:00 |
| Expected attendance | Unknown  | Actual attendance |  |

|  |
| --- |
| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Laura Beddows  |
| Production Manager | Chris Clay |
| Production Company | Hull 2017 / Jason Bruges Studio |
| Stage Manager |  |
| FOH Manager |  |
| *Add other Hull 2017 staff below with their roles; add more rows if required* |
| Exec Producer | Niccy Hallifax |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Event Volunteer Lead | Leslie Cunrow / Sheila Leathley / Michelle Simpson |
| No. of volunteers | 22 plus 2 M&E volunteers |

|  |  |
| --- | --- |
| Security provided by | Prestige  |
| No. of security staff | 6 |
| Did a briefing take place for staff, volunteers & security? |  Yes |

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

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

|  |  |
| --- | --- |
| No. of attendees with access requirements | None made themselves known to us |

|  |
| --- |
| **General access comments:**None |

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

|  |
| --- |
| **General FOH comments** (eg audience feedback, atmosphere):* Average audience numbers in all locations
* Good feedback and responses
* 2 M&E Expert Conversationalist volunteers also on shift gathering feedback
 |

|  |
| --- |
| **General BOH comments** (eg technical issues):* Streetlights in trinity square didn’t go off on timer as they should have
* 4 members of Music Consortium were on site at all times and provided regular updates on the operation of the installations
 |

|  |
| --- |
| **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**: |