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| --- | --- | --- | --- |
| Show date | 5/11/17 | Show name | Back to Ours – Bedtime Stories |
| Date form completed | 5/11/17 | 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, or circulate it to the project team and James Crawford.

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| **2. ABOUT THE EVENT** |

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| --- | --- | --- | --- |
| Venue / location | Hymers College | | |
| Expected doors open | 13:30 | Actual doors open | 13:30 |
| Expected start time | 11:00 | Actual start time | 11:10 |
| Expected end time | 11:50 | Actual end time | 11:58 |
| Expected attendance | 150 | Actual attendance | 119 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Lis Poulson |
| Production Manager |  |
| Production Company | Upswing |
| Stage Manager |  |
| FOH Manager | Andrew Carruthers |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
| Arts Development | Louise Yates |
|  | Carys Tavener |
|  | Thom Freeth |

|  |  |
| --- | --- |
| Event Volunteer Lead | n/a |
| No. of volunteers | 6 |

|  |  |  |
| --- | --- | --- |
| 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? | 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 | 0 |

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| **General access:**  Good access throughout building.  A lot of the audience drove into the main school gates, which you arrive at first, and wandered around the school. These were not open during the last Back to Ours so took me by surprise. Thom and Louise stood at points outside to direct public and traffic. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  Great atmosphere |

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| **General BOH comments (e.g. technical issues):**  Not really technical but we began the weekend at Hymers with only 7 of 8 emoji paddles and no ‘Definitely’ popcorn pot for M&E. We just used the emoji paddles today. |

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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**:  Will ensure that volunteers stand in a more obvious place when in the car park and will position myself at the first Hymers gate a to direct cars and pedestrians in the right direction this afternoon. |