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| **Date** | **16/02/18** | **Completed by** | **K MCCREADDIE** |

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| **Event type** | *Back to Ours* |
| **Show name** | Amazing Bubble Man |
| **Venue / location** | Sirius Academy West |
| **Event Start** | 7.34 |
| **Event End** | 8.35 |
| **Audience #’s** | *183* |
| **Associated Events** |  |

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| **Personnel** | | |
| **Production Company** | *Louis Pearl* | |
| **Event Manager** | **Katie McCreaddie** | |
| **Stage Manager** |  | |
| **FOH Manager** | Katie McCreaddie | |
| **Hull 2017 Staff** | | **Role** |
| Laura Beddows | | Artist liaison |
| Abi | | Monitoring and evaluation |
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| **No. of volunteers** | | 4- lead volunteer didn’t turn up |
| **Security provided by** | | **Prestige** |
| **Security staff numbers** | | **NA** |
| **Did a briefing take place for Staff / Volunteers and Security?** | | **Yes** |

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| **Access** | | | |
| **Relaxed Performance** | Y/**N** | **Audio Described** | Y/**N** |
| **Numbers of attendees with access requirements** | **0** | | |
| **General Access Comments** | | | |
| With it being a children sit at the front performance, this could have become tricky with people entering from the front too. As a result, we seated everyone and then let children come to the front about 5 minutes before performance start, ensuring we kept fire exits clear. | | | |

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| **General comments:** |
| * **FOH** * *EG. Audience feedback/vibe* * Louis requested no photography or filming- we could probably do with some signs to put up near the auditorium entrance for future shows- I made an announcement pre-show. * One family turned up without tickets that we let in as we had no box office. * Volunteers were very useful to help crowd control children in the performance! * Very positive from audience leaving * Volunteer suggested hi vis for car park wayfinding in the dark * **BOH** * *EG. technical issues, power cuts etc* * Laura and Louis couldn’t get access to the car park at first * Venue staff were brilliant and couldn’t do enough for us * Auditorium was very warm, but we were expecting that due to not being able to use the air con * Venue remarked that had they known children could sit at the front, they would have set the space out differently- could we find this out pre-show to inform venue staff? * Vol said layout worked much better than at Giant’s Loo Roll |

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| **First Aid / Security Issues:** |
| NA  **If an incident has occurred, or first aid administered have you completed an incident form?** (*tick here if complete – and attach to this report)* |

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| **Safeguarding:** |
| **If an incident has occurred, have you completed an incident form?** (*tick here if complete – and attach to this report)* |

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| **Action Points:** |
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