|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 26.04.17 | Show name | Height of the Reeds |
| Date form completed | 2.04.17 | 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** |

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| --- | --- | --- | --- |
| Venue / location | Humber Bridge TIC | | |
| Start time | 10.00AM | End time | 16.00AM |
| Expected attendance | PUBLIC 100  COMPS 8 | Actual attendance | PUBLIC 66  COMPS 2  WALK UPS 23 |

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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* | |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| 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 |  |

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| --- |
| **General access comments: Very severe weather with cold and rain but still had a good turnout of guests.** |

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| **4. GENERAL COMMENTS** |

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| **General BOH comments** (eg technical issues): |

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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**:  Concerns about a volunteer with Asperger’s. Raised this with Asst Producer, will fill out volunteer concern form.  There was serious incident on the bridge today. A man stopped/crashed his car in the middle of the bridge, undressed and danced on the car. He possibly had a gun harness. The police and ambulance service took him away. Some of the guests were delayed coming back as the police held them on the bridge while this was happening. The delay was only for a short period though and no guests seemed upset by the delay or the incident. |

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

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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**: |