|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 21st Oct 2017 | Show name | 2097:We Made Ourselves Over |
| Date form completed | 23rd Oct 2017 | Completed by | A. Pearson  Nick Tandavanitj |

|  |
| --- |
| **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.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Venue / location | Pearson Park | | |
| Expected doors open | 12.00 | Actual doors open | 11.30 |
| Expected start time | 12.00 | Actual start time | 11.30 |
| Expected end time | 13.00 | Actual end time | 13.00 |
| Expected attendance | Screening audience:  50  Passengers in cars:  6 | Actual attendance | Estimated passers-by and casual viewers: 150+  Directly engaged by Hull 2017 Volunteers and  Blast Theory: 195  Passengers in cars:  7 |

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

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | A.Pearson/J Hill |
| Production Manager | A.Pearson/J Hill |
| Production Company | Blast Theory |
| Stage Manager | A.Pearson/J Hill |
| FOH Manager |  |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
|  | James McGuire |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Event Volunteer Lead | Jo Hill |
| No. of volunteers | 6 |

|  |  |  |
| --- | --- | --- |
| Security provided by | prestige | |
| No. of security staff | 1 | |
| 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 | 0 |

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

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

|  |
| --- |
| **General FOH comments** (eg audience feedback, atmosphere):  It was a sunny lunchtime with plenty of families in the park and sitting outside the café.  The screen was positioned to be visible to those outside the café or using the outdoor exercise equipment. Volunteers arrived in good time and split up to do circuits around the park in advance of the screening, gathering a small group for the start of the screening.  During the screening Nick liaised with two volunteers posted near the phone box to ensure pick-ups ran smoothly. Feedback was generally positive with one man running back to the screening after the car experience, waving his heart in the air to report back on what had happened. 1 out of 3 priority codes from people who’d picked up the call on October 1st arrived came to the screening and took part in the car experience. |

|  |
| --- |
| **General BOH comments** (eg technical issues):  The screen was moved away from the path of geese flying in and out of the pond in the park.  After question marks over receipt of the letterdrop for Anlaby Park Library, volunteers were asked to check with those who’d heard about the screening in advance how they’d heard about it. Two volunteers reported that people they had spoken to had received the invitation letter to residents. |

|  |
| --- |
| **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**:  None |