

Date 23/02/17	Completed by Jack Pellatt
Event type	
Show name	Hekima
Venue / location	Archbishop Sentamu
Event Start	21:00
Event End	21:45
Audience #'s	30-40
Associated Events	Joan

	Perso	onnel
Production Company	Hekima	
Event Manager		
Stage Manager		
FOH Manager		
Hull 2017 Staff		Role
No. of volunteers		
Security provided by		Prestige
Security staff numbers	5	
Did a briefing take pla Volunteers and Securi		Yes / No (please circle)

	,	Access	
Relaxed Performance	Υ	Audio Described	N
Numbers of attendees with access requirements	0		
General Access Comm	ents		
Would have been easy	if someone in	a wheelchair needed	access.



General comments:
<ul> <li>FOH</li> <li>Audience were sat far back but still joined in with singing and dancing.</li> </ul>
<ul> <li>BOH</li> <li>Hekima requested a CD Player which I didn't know about one of the teachers at the school let me borrow his laptop for playback</li> </ul>
First Aid / Security Issues:
☐ If an incident has occurred, or first aid administered have you completed an incident form? (tick here if complete - and attach to this report)
Safeguarding:
☐ If an incident has occurred, have you completed an incident form? (tick here if complete - and attach to this report)
Action Points:



Date 24	1/02/17	Completed by Jack Pellatt
Event type		
Show name		Hekima
Venue / loca	tion	North Point Shopping Center
Event Start		21:00
Event End		21:45
Audience #'s	<b>3</b>	10 -15
Associated E	vents	Joan

	Perso	onnel
Production Company	Hekima	
Event Manager		
Stage Manager		
FOH Manager		
Hull 2017 Staff		Role
No. of volunteers		
Security provided by		Prestige
Security staff numbers	5	
Did a briefing take pla Volunteers and Securi		Yes / No (please circle)

	Acc	cess	
Relaxed Performance	Y	Audio Described	N
Numbers of attendees with access requirements	1		
General Access Comm	ents		
1 person in a wheelch	air had no proble	em getting around t	he venue.



General comments:
<ul> <li>FOH</li> <li>Not many people stayed after the Joan show. Mostly volunteers that stayed and watched.</li> </ul>
<ul> <li>BOH</li> <li>No place for Hekima to warm up before his set since it was in the same room as the joan show. A backstage area for artists would have been nice.</li> </ul>
First Aid / Security Issues:
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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)
Action Points:



Date 25/02/17	Completed by Jack Pellatt
Event type	
Show name	Hekima
Venue / location	Hymers College
Event Start	21:15
Event End	22:00
Audience #'s	30-40
Associated Events	Joan

	Perso	onnel
Production Company	Hekima	
Event Manager		
Stage Manager		
FOH Manager		
Hull 2017 Staff		Role
No. of volunteers		
Security provided by		Prestige
Security staff numbers	5	
Did a briefing take pla Volunteers and Securi		Yes / No (please circle)

	Acc	cess	
Relaxed Performance	Υ	Audio Described	Y
Numbers of attendees with access requirements	0		
General Access Comm	ents		

The difference engine was used to provide captions for the performance.



General comments:

ar go	OH dience enjoyed the performance and were singing and dancing. The tist was late for his set but the 2017 team and the volunteers did a od job explaining that to the audience and the majority waited for him arrive.
	OH he of our speakers broke during the gig so I switched them off as they here overheating. The audience didn't seem to notice.
First Aid	/ Security Issues:
1 II St Alu	7 Security issues.
	ncident has occurred, or first aid administered have you completed ent form? (tick here if complete - and attach to this report)
	ent form? (tick here if complete - and attach to this report)
Safeguar	ent form? (tick here if complete - and attach to this report)  ding:
Safeguar	ent form? (tick here if complete - and attach to this report)
Safeguar	ding:  ncident has occurred, have you completed an incident form? (tick omplete - and attach to this report)