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| **Date** | **1/11/17** | **Completed by** | **K MCCREADDIE** |

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| **Event type** | *Back to Ours* |
| **Show name** | Skin |
| **Venue / location** | Winifred Holtby |
| **Event Start** | 7.35pm |
| **Event End** | 8.25 |
| **Audience #’s** | *139* |
| **Associated Events** |  |

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| **Personnel** | | |
| **Production Company** | *201 Dance Company* | |
| **Event Manager** | **Katie McCreaddie** | |
| **Stage Manager** |  | |
| **FOH Manager** | Katie McCreaddie | |
| **Hull 2017 Staff** | | **Role** |
| Jess | | Box Office |
|  | | Monitoring and evaluation |
|  | |  |
| **No. of volunteers** | | 5 |
| **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** | | | |
| **No issues** | | | |

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| **General comments:** |
| * **FOH** * *EG. Audience feedback/vibe*   Gran was late as for some reason her taxi had been organised for her to arrive for 8.30pm…?  The windows were open in the atrium space and it was incredibly cold. An engineer came to ensure they were shut as the audience were entering.  Data capturing held back some audience members causing them to be quite stressed and us having to hold the performance- the space was too dark to let people in after the performance began.  One audience member remarked that he felt the music was too loud   * **BOH** * *EG. technical issues, power cuts etc*   Dressing rooms were too cold for the dancers. We managed to find someone who could control the heating in there, but this wasn’t until later. |

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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:** |
| For future shows, particularly dance performances, I think it is worth speaking to the venue specifically about heating to ensure performers don’t get too cold. Might be worth having a stock of small heaters we can use if we are desperate.  It’s really nice to work with the same venue staff again as you have already built up a relationship with them. I think that consistency is good. |