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| Show date | 24 June 2017 | Show name | Roots of the City  PRSF New Music Biennial Composer Residency showcase rehearsal and performance event |
| Date form completed | 26/6/17 | Completed by | Clare Drury |

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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, or circulate it to the project team and James Crawford.

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| **2. ABOUT THE EVENT** |

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| Venue / location | Hull City Hall | | |
| Expected doors open | 14:45 | Actual doors open | 14:45 |
| Expected start time | 15:00 | Actual start time | 15:05 |
| Expected end time | 16:30 | Actual end time | 16:35 |
| Expected attendance | 500 | Actual attendance | 572 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

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| Event Manager |  |
| Production Manager | David Howard |
| Production Company |  |
| Stage Manager |  |
| FOH Manager | Suzanne Payne (City Hall Duty Manager) |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
| Assistant Producer | Clare Drury |
| Producer (PRS) | Jenny Harris |
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| Event Volunteer Lead | Maria Drumm? |
| No. of volunteers | 12 |

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| Security provided by | Hull Culture & Leisure (contractor) | |
| No. of security staff | 3 | |
| Did a briefing take place for staff, volunteers & security? | | Yes / No |

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| **3. ACCESS** |

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| Hearing Loop? | N | BSL interpreted? | N | Surtitled? | N |
| Subtitled? | N | Relaxed perf? | N | Audio described? | N |

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| No. of attendees with access requirements | 3 | |
| **General access comments:**  One wheelchair user in Freedom Chorus, and two people with reduced mobility in Pickering and Ferens Homes group. | |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  A fantastically positive and celebrational atmosphere.  I have been approached by numerous people saying it was a great event. One person said it was the best thing she had seen during Hull2017. |

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| **General BOH comments** (eg technical issues):  Stage plan was disrupted by a composer insisting on re-arranging the carefully structured stage plan prepared in advance by Stage Manager. This meant that it took 1.5 hours to set people on stage, and this impacted on the sound production. It also meant that there was no time for planned rehearsal of Medley piece, nor for evaluation/feedback gathering.  Soundcheck was also delayed, and audience were admitted to auditorium for last 5 mins of soundcheck. This was managed by James Redwood, MD and compere, and set the scene for a relaxed open rehearsal style performance. |

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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**: |

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| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**:  Safeguarding report #5112  Two pupils from Trinity Academy attended the event without staff from their school, this was contrary to the prior agreement with the school, and was taken up with the Vice Principal after the event. |

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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**:  The school who sent pupils without staff have withdrawn from the project.  Further event on 2 July to have a DBS checked staff member in attendance to act as chaperone should a child attend on their own. |