|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 10/12/17 | Show name | WDWGFH |
| Date form completed | 10/12/17 | Completed by | Haitham Ridha |

|  |
| --- |
| **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).

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

|  |  |  |  |
| --- | --- | --- | --- |
| Venue / location | Trinity Square / Museum Quarter / Beverley Gate | | |
| Expected doors open | 17:00 | Actual doors open | 16:30 |
| Expected start time | 17:00 | Actual start time | 16:30 |
| Expected end time | 21:00 | Actual end time | 21:00 |
| Expected attendance | Unknown | Actual attendance | Estimate 4500 |

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

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Haitham Ridha |
| Production Manager | Chris Clay |
| Production Company | Hull 2017 / Jason Bruges Studio |
| Stage Manager |  |
| FOH Manager |  |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
|  | Niccy Hallifax – Executive Producer |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Event Volunteer Lead | Louise Burnett / Barrie Jackson / Simon Tays / Roger Coates |
| No. of volunteers | 21 |

|  |  |  |
| --- | --- | --- |
| Security provided by | Prestige | |
| No. of security staff | 12 | |
| Did a briefing take place for staff, volunteers & security? | | Yes |

|  |
| --- |
| **3. ACCESS** |

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

|  |  |
| --- | --- |
| No. of attendees with access requirements | None made themselves known to us |

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

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

|  |
| --- |
| **General FOH comments** (eg audience feedback, atmosphere):   * Audience feedback to the installations was positive and many were happy to complete orange tags and provide details for further interview * The feedback blackboard worked well with lots of comments. These were photographed and sent directly to the M&E Team * It was quieter than Saturday night but there was still a steady stream of people to all installations between 17:00 to 21:00 * The volunteers were encouraged to take more breaks due to the cold, and the production team provided additional sweet treats |

|  |
| --- |
| **General BOH comments** (eg technical issues):   * The lights at the Wilberforce Installation failed around 18:15 due to an issue with the breakers. Music Consortium dealt with the issue on site and reset the breakers, but the robot required remote resetting by Jon before it became fully operational again at 18:35 * The Museum Quarter robots failed to return to their home position at the end of their show at 20:50 and will require remote resetting by Jon before the shows on 11/12/17 * Three crew plus a supervisor from Music Consortium were on site at all times and provided hourly operating updates. * Refreshment stocks need replenishing (hot chocolate / milk / biscuits / spoons & stirrers / cups – we still have ample tea bags and coffee) * LITTER NEEDS TO BE REMOVED FROM ARGOS AS A MATTER OF URGENCY! There is now a big pile next to the Volunteer Break Out Area and also by the back shutters. It’s starting to smell and will attract vermin if not removed ASAP! |

|  |
| --- |
| **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 |