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| --- | --- | --- | --- |
| Show date | 28/05/17 | Show name | Heights of the Reeds |
| Date form completed | 28/05/17 | Completed by | Andrew Carruthers |

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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, email it to the event lead (eg Producer).

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| **2. ABOUT THE EVENT** |

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| --- | --- | --- | --- |
| Venue / location | Humber Bridge | | |
| Start time | 2pm, 4pm & 6pm | End time | 8pm |
| Expected attendance | Sold 76  Comps 53 | Actual attendance | Sold 58  Comps 42  Walk up 10 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Andrew Carruthers/Katherine McCreadie |
| Production Manager |  |
| Production Company | Opera North |
| Stage Manager |  |
| FOH Manager | Event Manager |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
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| Event Volunteer Lead |  |
| No. of volunteers | 2 volunteers until 4.45 then 1 for the last walk but as there were two Event Managers we were fine. |

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| --- | --- | --- |
| Security provided by | n/a | |
| No. of security staff | 0 | |
| Did a briefing take place for staff, volunteers & security? | | Yes |

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| **3. ACCESS** |

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

|  |  |
| --- | --- |
| No. of attendees with access requirements | 0 |

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| **General access comments:** |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  A good afternoon and evening walks which made a nice change, great weather, everyone happy with the walks. |

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| **General BOH comments** (eg technical issues):  I had problems with the PC at first but it was just me being useless. I couldn’t get into the shared file for the comps until after the first walk had set off but it was all ok and the names that we wrote down checked out fine. |

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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**:  n/a |

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| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**:  n/a |

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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**:  n/a |