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| Show date | 8th Oct 2017 | Show name | 2097:We Made Ourselves Over |
| Date form completed | 13th Oct 2017 | Completed by | A. PearsonNick Tandavanitj |

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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 | Freedom Centre, Preston Road |
| Expected doors open | 14.00 | Actual doors open | 14.00 |
| Expected start time | 14.00 | Actual start time | 14.00 |
| Expected end time | 16.00 | Actual end time | 16.00 |
| Expected attendance | Screening audience:100Passengers in cars:10-12 | Actual attendance | Estimated passers-by and casual viewers:50+Directly engaged by Hull 2017 Volunteers andBlast Theory:35Passengers in cars:7 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

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| --- | --- |
| Event Manager | A.Pearson/J Hill |
| Production Manager | A.Pearson/J Hill |
| Production Company | Blast Theory |
| Stage Manager | A.Pearson/J Hill |
| FOH Manager |  |
| *Add other Hull 2017 staff below with their roles; add more rows if required* |

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| --- | --- |
| Event Volunteer Lead | Jo Hill |
| No. of volunteers | 4 |

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| --- | --- |
| Security provided by | prestige |
| No. of security staff | 1 |
| Did a briefing take place for staff, volunteers & security? |  **Yes** / No |

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| **3. ACCESS** |

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

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| No. of attendees with access requirements | 2 |

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| **General access comments:** One audience member using two walking sticks took part in the car experience. The technical operator in the car was notified in advance to be prepared to assist.One audience member who self-identified as autistic came to watch the films and later returned to take part in the car experience. After 10 minutes waiting to take part in the car he chose to leave. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):The planned location for the screen – outside the Freedom Centre, was changed to outside the McColls on Preston Road because of a higher footfall of people coming and going. Volunteers were briefed and assigned to talk to people on Marfleet Lane and along Preston Road before the screening started, before coming back to the screening itself.There was a low but steady stream of people throughout, especially children. Again the cube seating provided a good encouragement to watch the films. Three boys managed to bring their mum out to accompany one of them, however, not being able to take children unaccompanied at this location generally made the car call to action difficult to use with only two passengers taken in the final 40mins. Again, feedback was very positive for the cars– with most audience members coming back to talk about their experience. |

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| **General BOH comments** (eg technical issues):An issue with printing meant no letter drop was available to deliver in advance for this location which may have contributed to the screening being quieter than hoped for. |

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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**:None. |

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| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**:No safeguarding issues to report. |

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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**:Reviewed locations for future weekends due for letter drops and added additional locations to this list. |