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| --- | --- | --- | --- |
| Show date | 1st Oct 2017 | Show name | 2097:WMOO |
| Date form completed | 6th Oct 2017 | Completed by | A. Pearson |

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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 | Roborough Close, Hull |
| Expected doors open | 11.00 | Actual doors open | 11.00 |
| Expected start time | 12.00 | Actual start time | 12.00 |
| Expected end time | 18.00 | Actual end time | 18.00 |
| Expected attendance | 200 | Actual attendance | 196 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

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| Event Manager | City of Culture |
| Production Manager | A.Pearson/J Hill |
| Production Company | Blast Theory |
| Stage Manager |  |
| 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 | 8 |

|  |  |
| --- | --- |
| 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** |

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

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

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| **General access comments: No one required specific access requirements** |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):Audience feedback entirely positive |

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| **General BOH comments** (eg technical issues):Not all 298 phone boxes rang due to a technical issue. Those who emailed Blast Theory to say they had issues have been given a priority code to use at specific future screenings for the electric car journeys.  |

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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**:Many young people trying to access the ride in the Teslas. Vigilance needed in future and necessity to be accompanied by an adult if in any doubt. |

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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**:Need to create a list of those wishing to ride to control flow. (NT to action)Production manager to have dedicated phone contact with cars to control structured breaks for performers/drivers/tech operators (AP)Security to be briefed on a more softly softly approach to dealing with public. (ap)Only one telephone box to be used from now on to help control flow.Cleanliness and overall aesthetic appearance to be overseen by E52 |