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| **Date** | **18/02/18** | **Completed by** | **K MCCREADDIE** |

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| **Event type** | *Back to Ours* |
| **Show name** | Amazing Bubble Man |
| **Venue / location** | Winifred Holtby |
| **Event Start** | 2.10 |
| **Event End** | 2.25 |
| **Audience #’s** | *286* |
| **Associated Events** |  |

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| **Personnel** | | |
| **Production Company** | *Louis Pearl* | |
| **Event Manager** | **Katie McCreaddie** | |
| **Stage Manager** |  | |
| **FOH Manager** | Katie McCreaddie | |
| **Hull 2017 Staff** | | **Role** |
| Laura Beddows | | Artist liaison |
|  | | Monitoring and evaluation |
|  | |  |
| **No. of volunteers** | | 5 |
| **Security provided by** | | **Prestige** |
| **Security staff numbers** | | **NA** |
| **Did a briefing take place for Staff / Volunteers and Security?** | | **Yes** |

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| **Access** | | | |
| **Relaxed Performance** | Y/**N** | **Audio Described** | Y/**N** |
| **Numbers of attendees with access requirements** | **0** | | |
| **General Access Comments** | | | |
| Issues with the car park as the easy access gate wasn’t open meaning people had to go back out and turn right. This wasn’t signed so people were getting confused- we needed to use a volunteer to direct. Can they not open the easy access gate that can be seen when you enter the car park?  Staff were very slow on opening the sliding doors meaning that people were often left unable to get in- volunteer ended up having to tell him when to open them.  **Louis was also waiting a long time for them to open the gate to give him access to the back of the theatre.** | | | |

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| **General comments:** |
| * **FOH** * *EG. Audience feedback/vibe* * Was the tuck shop due to be open throughout the performance? Staff had gone into the auditorium and people were still wanting drinks. * Trip hazard on stage floor where the pit is as one of the panels has dropped * Visits to toilet caused a problem as people had to cross the performance space due to the layout of the area. Suggestion for future performances is to leave a row clear across the middle if not a sell out that people can use as a cut through to get to the toilet. * **BOH** * *EG. technical issues, power cuts etc* * Trip hazard on stage area from one of the floor panels. * Louis loved this space and said it was perfect for the show due to lack of air flow and being close to the audience. * Temperature in the space was spot on this time |

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| **First Aid / Security Issues:** |
| NA  **If an incident has occurred, or first aid administered have you completed an incident form?** (*tick here if complete – and attach to this report)* |

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| **Safeguarding:** |
| **If an incident has occurred, have you completed an incident form?** (*tick here if complete – and attach to this report)* |

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| **Action Points:** |
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