|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 14/02/18 | Show name | The Giants Loo Roll |
| Date form completed | 14/02/18 | Completed by | Andrew Carruthers |

|  |
| --- |
| **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.

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

|  |  |
| --- | --- |
| Venue / location | Kingswood Academy  |
| Expected doors open | 10:30 | Actual doors open | 10:30 |
| Expected start time | 11:00 | Actual start time | 11:02 |
| Expected end time | 12:00 | Actual end time | 11:53 |
| Expected attendance | 200 | Actual attendance | 192 |

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

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Andrew Carruthers |
| Production Manager | Carys Tavener |
| Production Company | Talegate Theatre |
| Stage Manager | Dean |
| FOH Manager | N/A |
| *Add other Hull 2017 staff below with their roles; add more rows if required* |
|  | Jess Firbank – Box Office |
|  | Pippa Gardner - Evaluation |
|  | Thom Freeth - Producer |

|  |  |
| --- | --- |
| Event Volunteer Lead | None |
| No. of volunteers | 5  |

|  |  |
| --- | --- |
| Security provided by | N/A |
| No. of security staff | 0 |
| 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 | 0 |

|  |
| --- |
| **General access comments:**Perfect, totally flat entrance route. |

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

|  |
| --- |
| **General FOH comments** (eg audience feedback, atmosphere): Had ice cream and refreshments sold by Pozzo’s in the foyer area. Five or six prams/pushchairs in this morning, two of which HAD to go into the auditorium. Due to the auditorium layout however we could put them in the wheelchair spaces without creating any sight line problems for other audience members. The sound desk being in the corner created a few problems whilst seating the audience as large gaps were left on back two rows. Some audience voluntarily moving back over the rows to fill the gaps helped but a central sound desk would have been better if possible.Lots of audience participation from the very start, a few mid-show toilet runsWe had Gran as evaluation pre and post show.Popcorn evaluation figures taken directly by Pippa. |

|  |
| --- |
| **General BOH comments** (eg technical issues): None reported (see note on soundesk position in FOH comments). |

|  |
| --- |
| **5. INCIDENT REPORTING** |

|  |
| --- |
| **Summary of any accidents or near misses, and reference number of the forms completed to report these**: |

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

|  |
| --- |
| **6. ACTION POINTS** |

|  |
| --- |
| **Note any actions arising from the event, who should enact them and by when**:Will make a note to fill the back couple of rows from the far side for the afternoon performance. |