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| --- | --- | --- | --- |
| Show date | 02/11/17 | Show name | Frogman |
| Date form completed | 03/11/17 | Completed by | Joanna Morley |

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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 | Block C, C4DI | | |
| Expected doors open | 19:18 | Actual doors open | 19:27 |
| Expected start time | 19:30 | Actual start time | 19:33 |
| Expected end time | 20:45 | Actual end time | 20:34 |
| Expected attendance | 46 | Actual attendance | 44 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

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| --- | --- |
| Event Manager | Joanna Morley |
| Duty Tech | Alex Pullen |
| Production Company | curious directive |
| Stage Manager | Jade Hunter |
| Producer | Martin Atkinson |

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| --- | --- |
| Event Volunteer Lead | Joanna Morley |
| No. of volunteers | 3 |

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| --- | --- | --- |
| Security provided by | n/a | |
| No. of security staff | n/a | |
| 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? | N |

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

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| **General access comments:**  Good Access throughout space. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  Positive Feedback from audience. Demonstration chair to be moved to a better location. |

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| **General BOH comments** (eg technical issues):  Chairs 28 and 29 have been removed for this performance as neither were working sound-wise and VR wise. This needs to be resolved before Saturday as we will require 48 working seats. |

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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**:  Two new phones need to be purchased and loaded with the correct VR software ahead of Saturday’s performance. Chairs 28 and 29 need to be reinstalled. Demonstration chair to be moved to better location for the audience. |