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| Show date | 27/12/17 | Show name | WDWGFH |
| Date form completed | 27/12/17 | Completed by | Laura Beddows |

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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, email it to the event lead (eg Producer).

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| **2. ABOUT THE EVENT** |

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| Venue / location | Trinity Square / Museum Quarter / Beverley Gate | | |
| Expected doors open | 17:00 | Actual doors open | 17:00 |
| Expected start time | 17:00 | Actual start time | 17:00 |
| Expected end time | 21:00 | Actual end time | 21:00 |
| Expected attendance | Unknown | Actual attendance |  |

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| **2. STAFFING** |

*(leave blank where not applicable)*

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| --- | --- |
| Event Manager | Laura Beddows |
| Production Manager | Chris Clay |
| Production Company | Hull 2017 / Jason Bruges Studio |
| Stage Manager |  |
| FOH Manager |  |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
| Exec Producer | Niccy Hallifax |
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| Event Volunteer Lead | Janet Bark / Barrie Jackson |
| No. of volunteers | 15 |

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| Security provided by | Prestige | |
| No. of security staff | 6 | |
| Did a briefing take place for staff, volunteers & security? | | Yes |

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| **3. ACCESS** |

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| --- | --- | --- | --- | --- | --- |
| 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 | None made themselves known to us |

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| **General access comments:**  None |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):   * Quiet in all locations |

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| **General BOH comments** (eg technical issues):   * 12.45pm Richard called Niccy to get in to museum gardens as museum not open. Niccy on way back from Manchester so arranged for Laura to come in early at 3pm * 2.30pm Niccy offered to open museum gardens but Richard was at Beverley Gate, having checked Trinity Square * 3.10pm Laura on site and offered to open museum gardens but Richard was still looking at Beverley Gate * 4.20pm Laura opened museum for Richard to go in once he’d finished at Beverley Gate * Various small technical problems at show start: no sound on Wilberforce, two lights at museum gardens out, lights on tower 2 at trinity square out, quayside at bev gate stopped working. Rick from JBS and Richard from MC were onsite and worked their way through the issues to get everything up and running. * After that there were no further problems till the end of the night. * Two lights on museum gardens not working at the end of the evening. * 4 members of Music Consortium were on site at all times and provided regular updates on the operation of the installations |

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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**:  None |

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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**:  Rick JBS to fix 2 lights on Beverley Gate and resync quayside during Thursday daytime.  Rick JBS and Richard Music Consortium to look at lights not working on museum gardens. |