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| Show date | 8th Oct 2017 | Show name | 2097:We Made Ourselves Over |
| Date form completed | 138h Oct 2017 | Completed by | A. Pearson  Nick Tandavanitj |

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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 | Hedon Market Place | | |
| Expected doors open | 12.00 | Actual doors open | 12.00 |
| Expected start time | 12.00 | Actual start time | 12.00 |
| Expected end time | 13.00 | Actual end time | 13.15 |
| Expected attendance | Screening audience:  100  Passengers in cars:  5-6 | Actual attendance | Estimated passers-by and casual viewers:  As below  Directly engaged by Hull 2017 Volunteers and  Blast Theory:  162  Passengers in cars:  8 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

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| Event Manager | A.Pearson/J Hill |
| Production Manager | A.Pearson/J Hill |
| Production Company | Blast Theory |
| Stage Manager | A.Pearson/J Hill |
| 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 | 4 |

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

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

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| --- | --- |
| No. of attendees with access requirements | 1 |

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| **General access comments:**  One elderly audience member using a walking stick took part. The technical operator for this car was forewarned to be prepared to assist with entering and leaving the car. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  The location was relatively busy for Hedon with many coming and going to the Co-op across the road and a group of at least 10 watching throughout the screening. |

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| **General BOH comments** (eg technical issues):  The volunteer team arrived in good time and nominated three locations around Hedon to begin speaking to people. People reported coming back later to watch because of having spoken to volunteers earlier. The screening van initially arrived at the wrong location, setting up at the Market Place only 15 minutes before the screening. The late arrival resulted in issues with the sound not being solved for the first 30 minutes of the screening. The screen was held to stay running for an additional 15 minutes because of this. |

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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**:  No safeguarding issues |

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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**:  Asked the screening van company to ensure the systems have been tested and work properly ahead of the screening. |