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| --- | --- | --- | --- |
| Show date | 26/10/17 | Show name | Micropolis |
| Date form completed | 26/10/17 | Completed by | Andrew Carruthers |

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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 | Springhead Pumping Station | | |
| Expected doors open | 2pm | Actual doors open | 2pm |
| Expected start time | 2pm | Actual start time | 2pm |
| Expected end time | 9pm | Actual end time | 8.35pm |
| Expected attendance | 500 | Actual attendance | 465 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Andrew Carruthers |
| Production Manager | Adam Long |
| Production Company | The McGuires |
| Stage Manager |  |
| FOH Manager | Andrew Carruthers |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
| Project Producer | Maddie Maughan |
| Head of Production | Gareth Hughes |
|  |  |

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| --- | --- |
| Event Volunteer Lead | n/a |
| No. of volunteers | 5 plus 1 M&E in afternoon and 4 plus 1 M&E in evening |

|  |  |  |
| --- | --- | --- |
| Security provided by | Prestige | |
| No. of security staff | 2 | |
| 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 |

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

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| **General access comments:**  Good access all through building. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  Weather was not too great today but still a fairly good number of public coming through. I was a bit distracted by my dog having an op this afternoon but Maddie and Gareth stood in so that I could pick him up and drop him off. Moving volunteers after 45 minutes at each position is working really well for all I feel. |

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| **General BOH comments** (eg technical issues):  A few more bits and pieces added overnight. Need to ask about the remotes for the two small Asus (?) projectors, which I’m certain Davy was not worried about leaving on but would like to check. |

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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**:  n/a |