|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 03/06/17 | Show name | Heights of the Reeds |
| Date form completed | 03/06/17 | Completed by | Charlie Dean |

|  |
| --- |
| **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).

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

|  |  |
| --- | --- |
| Venue / location | Humber Bridge |
| Start time | 10am, 12pm & 2pm | End time | 4pm |
| Expected attendance | Sold 122 | Actual attendance | Sold 117Walk up 4 |

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

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Charlie Dean |
| Production Manager |  |
| Production Company | Opera North |
| Stage Manager |  |
| FOH Manager | Event Manager |
| *Add other Hull 2017 staff below with their roles; add more rows if required* |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Event Volunteer Lead |  |
| No. of volunteers | 3 in the morning and 4 in the afternoon |

|  |  |
| --- | --- |
| 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? | Y |

|  |  |
| --- | --- |
| No. of attendees with access requirements | 1 for Mobility Scooter |

|  |
| --- |
| **General access comments:** |

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

|  |
| --- |
| **General FOH comments** (eg audience feedback, atmosphere):Positive feedback today all round, the weather helped today. A lot of people were complaining of cyclists, and a motorised vehicle, even though all signs were out saying path was closed, but only negative of the day. Otherwise all good.  |

|  |
| --- |
| **General BOH comments** (eg technical issues):Again, some packs are not changing at the end of the walk, and a few are intermittent on the walk back, but still no pattern with which are and are not changing. One pack (5) didn’t connect at all, but is working fine now. Might be worth keeping an eye on.  |

|  |
| --- |
| **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**:n/a |

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

|  |
| --- |
| **Note any actions arising from the event, who should enact them and by when**:n/a |