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| --- | --- | --- | --- |
| Show date | 13/12/17 | Show name | WDWGFH |
| Date form completed | 13/12/17 | Completed by | Haitham Ridha |

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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 | 16:30 |
| Expected start time | 17:00 | Actual start time | 16:30 |
| Expected end time | 21:00 | Actual end time | 21:00 |
| Expected attendance | Unknown | Actual attendance | Estimate 800 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Haitham Ridha |
| 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* | |
|  | Niccy Hallifax – Executive Producer |
|  | Andrew Carruthers – Event Manager |
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| --- | --- |
| Event Volunteer Lead | Paul Benson / Sue Jarell / Andy Moore |
| No. of volunteers | 12 |

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| --- | --- | --- |
| Security provided by | Prestige | |
| No. of security staff | 12 | |
| 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 | 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):   * Audience feedback to the installations was positive and many were happy to complete orange tags and provide details for further interview * All locations reported a quiet night due in part to the cold, damp conditions * Four volunteers called in sick for their shift, including one lead volunteer which meant that cover was spread quite thinly so we lost wayfinding volunteers and had only three vols at Beverley Gate and Trinity Square. Given how quiet it was anyway this did not cause an issue |

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| **General BOH comments** (eg technical issues):   * A light is out on one of the Trinity Square robots, Music Consortium are going to change the bulb tomorrow and hopefully this resolves the issue * One robot on the Beverley Gate Installation (gate side) had power issues (it kept tripping) most likely due to water inside the power connector. Music Consortium to investigate tomorrow before operation. * 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**:  None |