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| Show date | 8th Oct 2017 | Show name | 2097:We Made Ourselves Over |
| Date form completed | 13th 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 | Papas Fish and Chips, Bilton | | |
| Expected doors open | 17.00 | Actual doors open | 16.30 |
| Expected start time | 17.00 | Actual start time | 16.30 |
| Expected end time | 18.00 | Actual end time | 18.15 |
| Expected attendance | Screening audience:  50  Passengers in cars:  5-6 | Actual attendance | Estimated passers-by and casual viewers:  100+  Directly engaged by Hull 2017 Volunteers and  Blast Theory:  45  Passengers in cars:  11 |

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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 | 6 |

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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:**  A family with two young children asked if we could take their daughter, aged 5 into the car. They were able to provide a booster seat which was fitted in advance of their participating. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  Papa’s Fish and Chips car park was busier than expected with people arriving and leaving throughout and always a queue of people in the take away.  Overall the car park provided a good location to engage audiences. Audiences were able to watch from their cars while eating giving an opportunity to approach them and discuss the project, while cars proved a good place for families to wait while family members took the car ride. Audiences were generally surprised by the experience and feedback from the cars was very positive. |

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| **General BOH comments** (eg technical issues):  The team were able to set-up within 30mins so screenings and car rides began 30mins before planned. The screens also ran for an additional 15 mins as people continued to watch the films.  The phone box assigned for this location was judged to be too far and likely deter to participation, so a mobile phone was used for the initial call, following the model from Hull Fair.  A lot of parents with young children took part. Rachel Dale suggested reviewing the script to specifically accommodate parents with children less than 10 years old. |

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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**:  A performer was trapped in the disabled toilets but was eventually freed by the restaurant staff. |

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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**:  Review of script to add version to accommodate younger children. |