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| **Date** | **24/02/17** | **Completed by** | **Mikey and Andrew** |

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| **Event type** | *Puppet Theatre* |
| **Show name** | **The Story of Mr B** |
| **Venue / location** | **Winifred Holtby Academy** |
| **Event Start** | **11.02 / 14:05** |
| **Event End** | **11.48 / 14.55** |
| **Audience #’s** | *35 / 24* |
| **Associated Events** |  |

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| **Personnel** | | |
| **Production Company** | *HPSS* | |
| **Event Manager** | **Mikey Jarrell** | |
| **Stage Manager** | *Matt* | |
| **FOH Manager** | Andrew Caruthers | |
| **Hull 2017 Staff** | | **Role** |
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| **No. of volunteers** | | 8 |
| **Security provided by** | | **Prestige** |
| **Security staff numbers** | | **0** |
| **Did a briefing take place for Staff / Volunteers and Security?** | | **Yes** |

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| **Access** | | | |
| **Relaxed Performance** | Y | **Audio Described** | N |
| **Numbers of attendees with access requirements** | **1** | | |
| **General Access Comments** | | | |
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| **General comments:** |
| * **FOH** * *Box office not present for first show. Two paying customer. Louise took cash.* * *Feedback great from customers. Adults enjoyed it as well as children, commented that it was great to see the local venue for the first time.* * **BOH** * All positive, no problems. |

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| **First Aid / Security Issues:** |
| None  **If an incident has occurred, or first aid administered have you completed an incident form?** (*tick here if complete – and attach to this report)* |

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| **Safeguarding:** |
| None  **If an incident has occurred, have you completed an incident form?** (*tick here if complete – and attach to this report)* |

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| **Action Points:** |
| Follow up about late box office arrival.  Check whether Jack should have taken phones and scanners – only one phone now left at WH. |