|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 10/11/17 | Show name | Frogman |
| Date form completed | 10/11/17 | Completed by | Olivia Haw |

|  |
| --- |
| **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.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Venue / location | Block C, C4DI | | |
| Expected doors open | 19:20 | Actual doors open | 19:28 |
| Expected start time | 19:30 | Actual start time | 19:34 |
| Expected end time | 20:35 | Actual end time | 20:38 |
| Expected attendance | 48 | Actual attendance | 48 |

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

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Olivia Haw |
| Duty Tech | Alex Pullen |
| Production Company | curious directive |
| Stage Manager | Jade Hunter |
| Producer | Martin Atkinson |

|  |  |
| --- | --- |
| Event Volunteer Lead | Olivia Haw |
| No. of volunteers | 7 |

|  |  |  |
| --- | --- | --- |
| Security provided by | n/a | |
| No. of security staff | n/a | |
| 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? | N |

|  |  |
| --- | --- |
| No. of attendees with access requirements | 0 |

|  |
| --- |
| **General access comments:**  Good Access throughout space. |

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

|  |
| --- |
| **General FOH comments** (eg audience feedback, atmosphere):  Positive feedback from audience. |

|  |
| --- |
| **General BOH comments** (eg technical issues):  n/a |

|  |
| --- |
| **5. INCIDENT REPORTING** |

|  |
| --- |
| **Summary of any accidents or near misses, and reference number of the forms completed to report these**:  n/a |

|  |
| --- |
| **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 |