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| **Date** | **3/11/17** | **Completed by** | **K MCCREADDIE** |

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| **Event type** | *Back to Ours* |
| **Show name** | Drip |
| **Venue / location** | Archbishop Sentamu |
| **Event Start** | 7.35pm |
| **Event End** | 8.35pm |
| **Audience #’s** | *39* |
| **Associated Events** |  |

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| **Personnel** | | |
| **Production Company** | *Script Club and Boundless Theatre* | |
| **Event Manager** | **Katie McCreaddie** | |
| **Stage Manager** |  | |
| **FOH Manager** | Linda Thackery | |
| **Hull 2017 Staff** | | **Role** |
|  | |  |
| Pippa | | Monitoring and evaluation |
|  | |  |
| **No. of volunteers** | | 5 |
| **Security provided by** | |  |
| **Security staff numbers** | | **NA** |
| **Did a briefing take place for Staff / Volunteers and Security?** | | **Yes** |

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| **Access** | | | |
| **Relaxed Performance** | Y/**N** | **Audio Described** | Y/**N** |
| **Numbers of attendees with access requirements** | **0** | | |
| **General Access Comments** | | | |
| **Could do with a couple more volunteers for wayfinding** | | | |

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| **General comments:** |
| * **FOH** * *EG. Audience feedback/vibe*   Complimentary drinks were really well received by audience  Car park path to doors is dark and could do with some lighting in future  Could have done with more professional looking programmes  One popcorn box was missing and no sign in forms   * **BOH** * *EG. technical issues, power cuts etc*   Doors are a little too secure- some tech etc. didn’t have access and were standing outside  A little spread out for communication with productions company etc.  Staff really helpful and proactive- Gareth was fab |

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| **First Aid / Security Issues:** |
| **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:** |
| **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:** |
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