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| --- | --- | --- | --- |
| Show date | 1/11/17 | Show name | Back to Ours - Drip |
| Date form completed | 1/11/17 | Completed by | Andrew Carruthers |

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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 | Sirius West Academy |
| Expected doors open | 19:00 | Actual doors open | 19:00 |
| Expected start time | 19:30 | Actual start time | 19:33 |
| Expected end time | 20:30 | Actual end time | 20:41 |
| Expected attendance | 75 | Actual attendance | 55 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Lis Poulson |
| Production Manager |  |
| Production Company |  |
| Stage Manager |  |
| FOH Manager | Andrew Carruthers |
| *Add other Hull 2017 staff below with their roles; add more rows if required* |
| Arts Develop  | Louise Yates |
| Jnr Production Mngr | Carys Tavener |
|  |  |

|  |  |
| --- | --- |
| Event Volunteer Lead | Mary Fox |
| No. of volunteers | 7 |

|  |  |
| --- | --- |
| Security provided by | n/a |
| No. of security staff | 0 |
| Did a briefing take place for staff, volunteers & security? |  Yes  |

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| **3. ACCESS** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 | 2 ladies with sticks |

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| **General access comments:**Access using lift or stairs to second floor. No problems. |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):We had to use a longer than we would have hoped route to the performance space but it did not cause a problem. The show was staged at one end of the space and the seating not staggered which meant that those at the back did not get as good a view as they should. Staging it with a wider rather than longer audience seating area would have been a better idea for that reason. |

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| **General BOH comments** (eg technical issues):None reported |

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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**:n/a |

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| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**:n/a |

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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**: |