|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 4/11/17 | Show name | Back to Ours – Bedtime Stories |
| Date form completed | 4/11/17 | Completed by | Andrew Carruthers |

|  |
| --- |
| **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 | Hymers College | | |
| Expected doors open | 10:30 | Actual doors open | 10:30 |
| Expected start time | 11:00 | Actual start time | 11:05 |
| Expected end time | 11:50 | Actual end time | 12:00 |
| Expected attendance | 150 | Actual attendance | 124 |

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

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Suzanne Donkin |
| Production Manager |  |
| Production Company | Upswing |
| 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 | Don Knibb |
| No. of volunteers | 4 |

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

|  |
| --- |
| **3. ACCESS** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hearing Loop? | Y/N | BSL interpreted? | Y/N | Surtitled? | Y/N |
| Subtitled? | Y/N | Relaxed perf? | Y/N | Audio described? | Y/N |

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

|  |
| --- |
| **General access:**  Good access throughout. |

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

|  |
| --- |
| **General FOH comments** (eg audience feedback, atmosphere):  The performance went down really well with both children and adults. Great atmosphere with families using the beds, mattresses and beanbags. Only a couple of children left to visit the toilet the rest had their attention held throughout. Good response to a Chat with Nan, emoji photos and monitoring questions. |

|  |
| --- |
| **General BOH comments** (eg technical issues):  A couple of customers complained on the way in that there was not enough signage.We decided that we were to direct all audience members via car park for afternoon show. One customer said that the music was too loud during the show when there was also dialogue, as they could not hear unless they were being directly faced. |

|  |
| --- |
| **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**:  Company to look at sound levels of music during speaking sections. House Manager to move Welcome flag to help audience members all enter via the car park. |