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| **Date** | **1/11/17** | **Completed by** | **K MCCREADDIE** |

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| **Event type** | *Back to Ours* |
| **Show name** | Skin |
| **Venue / location** | Winifred Holtby |
| **Event Start** | 2.00pm |
| **Event End** | 2.50pm |
| **Audience #’s** | *55* |
| **Associated Events** |  |

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| **Personnel** | | |
| **Production Company** | *201 Dance Company* | |
| **Event Manager** | **Katie McCreaddie** | |
| **Stage Manager** |  | |
| **FOH Manager** | Katie McCreaddie | |
| **Hull 2017 Staff** | | **Role** |
| Jess | | Box Office |
| Abi | | Monitoring and evaluation |
|  | |  |
| **No. of volunteers** | | 5 |
| **Security provided by** | | **Prestige** |
| **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** | | | |
| **No issues** | | | |

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| **General comments:** |
| * **FOH** * *EG. Audience feedback/vibe*   More amazing feedback from the audience.  The Warren had bought a group of young people which was nice to see.  One young person struggled with the subject matter and had to sit outside half way through but said that it had really resonated with her.  One young person struggled with the noise and vibrations so had to take a break.  We were able to open the front doors today as another member of staff disabled the air lock system.  Overflow car park wasn’t unlocked  Very organised volunteers- many have done BTO before and are returning. This is really helpful as they understand the evaluation process.  Scanners not logging in so ticket tearing instead- did make the entrance quicker   * **BOH** * *EG. technical issues, power cuts etc*   Door to the theatre is sticky and doesn’t close properly- needs looking at for future performances if people are coming in and out. |

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| **First Aid / Security Issues:** |
| NA  **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:** |
| I am happy that the young person I spoke to outside who was upset had the necessary support structures in place-I spoke to her workers from the Warren so no further action needed.  **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:** |
| Event managers need to check that overflow car park is open on arrival  KM to speak to venue managers about door to theatre |