|  |  |  |  |
| --- | --- | --- | --- |
| Show date | 09/06/17 | Show name | Heights of the Reeds |
| Date form completed | 09/06/17 | Completed by | Suzanne Donkin |

|  |
| --- |
| **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, email it to the event lead (eg Producer).

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

|  |  |  |  |
| --- | --- | --- | --- |
| Venue / location | Humber Bridge | | |
| Start time | 10am, 12pm & 2pm | End time | 4pm |
| Expected attendance | 119 | Actual attendance | 134  No Show 11  Walk up 26 |

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

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Suzanne Donkin |
| Production Manager |  |
| Production Company | Opera North |
| Stage Manager |  |
| FOH Manager | Event Manager |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Event Volunteer Lead |  |
| No. of volunteers | 5 |

|  |  |  |
| --- | --- | --- |
| Security provided by | n/a | |
| No. of security staff | 0 | |
| 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? | Y |

|  |  |
| --- | --- |
| No. of attendees with access requirements | 1 |

|  |
| --- |
| **General access comments:Trouble walking mobility scooter used**  n/a |

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

|  |
| --- |
| **General FOH comments** (eg audience feedback, atmosphere):  Really positive comments from the walkers, no complaints today. |

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

|  |
| --- |
| **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 |