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| Show date | 14th Oct 2017 | Show name | 2097:We Made Ourselves Over |
| Date form completed | 16th Oct 2017 | Completed by | A. Pearson  Nick Tandavanitj |

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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 | FInkle Street, Cottingham | | |
| Expected doors open | 17.00 | Actual doors open | 16.45 |
| Expected start time | 17.00 | Actual start time | 16.45 |
| Expected end time | 18.00 | Actual end time | 18.00 |
| Expected attendance | Screening audience:  50  Passengers in cars:  6 | Actual attendance | Estimated passers-by and casual viewers:  50+  Directly engaged by Hull 2017 Volunteers and  Blast Theory:  102  Passengers in cars:  8 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

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| --- | --- |
| Event Manager | A.Pearson/J Hill |
| Production Manager | A.Pearson/J Hill |
| Production Company | Blast Theory |
| Stage Manager | A.Pearson/J Hill |
| FOH Manager |  |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
|  | Hannah Williams Walton |
|  | James McGuire |
|  |  |

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| Event Volunteer Lead | Jo Hill |
| No. of volunteers | 5 |

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| --- | --- | --- |
| Security provided by | prestige | |
| No. of security staff | 1 | |
| Did a briefing take place for staff, volunteers & security? | | **Yes** / No |

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| **3. ACCESS** |

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| --- | --- | --- | --- | --- | --- |
| 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 |

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| **General access comments:**  None |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  The location at Cottingham was busier than expected, with good weather. The atmosphere was good humoured. This was documented by JH who was filming the event for record. 5-6pm in proved to be a good time to catch people in Cottingham town centre, with cube seating and the benches across the road from the Post Office all being occupied for the duration of the screening. Two volunteers talked to people outside the Sainsbury’s on the High St. while the remainder spoke to people watching the screening. Again, the cars were booked within 10 mins of beginning the screening.  Having the Tesla’s pick up next to the screen added to the engagement around the event. The last passengers to be taken, a boy currently doing a project on electricity at school, and his dad, were taken back stage and given an introduction to the electric car by our driver Tony. |

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| **General BOH comments** (eg technical issues):  Finkle Street was busier than expected and the car route was updated during the show to make sure passengers didn’t have to cross back over Finkle Street from the phone box to enter the car. |

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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**:  None |

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| **Summary of any safeguarding incidents, and reference number of the forms completed to report these**:  None |

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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**:  None |