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| Show date | 13/05/17 | Show name | Heights of the Reeds |
| Date form completed | 13/05/17 | 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, email it to the event lead (eg Producer).

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| **2. ABOUT THE EVENT** |

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| --- | --- | --- | --- |
| Venue / location | Humber Bridge | | |
| Start time | 10am, 12pm & 2pm | End time | 4pm |
| Expected attendance | Sold 108  Comps 11 | Actual attendance | Sold 94  Comps 5  Walk up 7 |

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| **2. STAFFING** |

*(leave blank where not applicable)*

|  |  |
| --- | --- |
| Event Manager | Andrew Carruthers |
| 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* | |
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| Event Volunteer Lead |  |
| No. of volunteers | 4 (2 for morning and 2 for afternoon) |

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

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

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| **General access comments:**  n/a |

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| **4. GENERAL COMMENTS** |

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| **General FOH comments** (eg audience feedback, atmosphere):  Another day of positive comments from the walkers despite the patchy weather.  Struggled to get comments written at first but did capture more later on. The ipad ran out of charge early on, but recharged to get some last walk comments and will get back on this tomorrow. |

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| **General BOH comments** (eg technical issues):  A couple of the usual reports of not picking up return track and one couple on 12pm walk who said that nothing was working at all from Katie onwards. Unfortunately they did not come back and inform us until completing the walk, quickly.  I went straight out with their equipment and it worked perfectly so I guess they must have fiddled with the receivers buttons and switch it off. They said that they were disappointed but I advised them to come back on spec another day to try again as a walk up. They may have known that they fiddled with the receivers and were just too embarrassed to pop back to the TIC. (To be honest, using my experience of the public, they looked like serial complainers) |

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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**:  n/a |