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| --- | --- | --- | --- |
| Show date | 08/12/17 | Show name | WDWGFH |
| Date form completed | 08/12/17 | Completed by | Haitham Ridha |

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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 | Trinity Square / Museum Quarter / Beverley Gate | | |
| Expected doors open | 17:00 | Actual doors open | 17:00 |
| Expected start time | 17:00 | Actual start time | 17:00 |
| Expected end time | 21:00 | Actual end time | 21:00 |
| Expected attendance | Unknown | Actual attendance | Unknown |

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| **2. STAFFING** |

*(leave blank where not applicable)*

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| --- | --- |
| Event Manager | Haitham Ridha |
| Production Manager |  |
| Production Company |  |
| Stage Manager |  |
| FOH Manager |  |
| *Add other Hull 2017 staff below with their roles; add more rows if required* | |
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| --- | --- |
| Event Volunteer Lead | Guilherme Farell / Barry Jackson / Debbie Mowfatt |
| No. of volunteers | 20 |

|  |  |  |
| --- | --- | --- |
| Security provided by | Prestige | |
| No. of security staff | 12 | |
| 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? | N |

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| --- | --- |
| No. of attendees with access requirements | None made themselves known to us |

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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):   * Audience feedback to the installations was positive and many were happy to complete orange tags and provide details for further interview * It was the busiest night so far in all locations, particularly impressive given the exceptionally cold weather. Audience members were still arriving at the Museum Quarter for the final show just before 21:00 * The volunteers were encouraged to take more breaks due to the cold, and the production team provided additional sweet treats and hand warmers to keep motivation high! |

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| **General BOH comments** (eg technical issues):   * All installations functioned without any technical issues * Three crew plus a supervisor from Music Consortium were on site at all times and provided hourly operating updates |

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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 |