# [Title of Work]

## Show Report

|  |
| --- |
| Performance |
| Date: | xx |
| Location: | xx | Show Up: | xx |
| Venue: | xx | Show Down: | xx |
| **Comments:** |
| * xx
 |

|  |
| --- |
| Audience |
| Attendance: | xx |
| Demographic: | xx |
| Response | xx |

|  |
| --- |
| Local Presenter  |
| Organisation Name: | xx |
| Contact Person: | xx |
| Met company? | Yes / No | Pre-show events / other assistance: |
| Opened venue? | Yes / No | * xx
 |
| Organised workshops? | Yes / No |
| Ran bar? | Yes / No |
| Supper for company? | Yes / No |
| Other assistance? | Yes / No |
| Comments: |
| * Xx
 |

|  |
| --- |
| Venue  |
| Condition: | xx |
| Technical Staff: | xx |
| General: | xx |
| Comments: |
| * Xx
 |

|  |
| --- |
| Technical  |
| Bump-in Start: | xx | Bump-out Start: | xx |
| Bump-in End: | xx | Bump-out End: | xx |
| Any tech issues? | xx |
| Any breakages? | xx |
| Lighting (comments): |
| * Xx
 |
| Sound (comments): |
| * Xx
 |
| AV (comments): |
| * Xx
 |
| Set/Costume (comments): |
| * Xx
 |

|  |
| --- |
| Marketing & Publicity  |
| Television: | Yes / No | Other activity / what appeared to work? |
| Radio: | Yes / No | * xx
 |
| Newspaper: | Yes / No |
| Media calls: | Yes / No |
| Poster: | Yes / No |
| Presenter assistance? | Yes / No |

|  |
| --- |
| Accommodation |
| Accommodation Name: | xx |
| How was it? |
| * Xx
 |

|  |
| --- |
| Other |
| How is the company? | xx |
| Any other issues? | xx |
| Report by: | xx | Date: | xx/xx/xxxx |