

Access Audit for Actors and Company Members

Our Country's Good

Nottingham Playhouse in co-production with Ramps on the Moon

Welcome to Nottingham Playhouse and the 2018 Ramps on the Moon production *Our Country's Good*.

In order to facilitate the working and creative processes, Nottingham Playhouse and the Ramps on the Moon partners are committed to providing individualised access for people working with us as employees, freelancers, and volunteers.

Please use this form to tell us your access needs in relation to your upcoming employment. Information given is strictly confidential and will be used only to ensure specific needs are met.

If you have any questions, would like assistance completing this form, or require this form in a different format, please contact:

XXX, Head of Administration <email address>

XXX, Administration Assistant <email address>

Or give us a call on 0115 947 4361

NAME:

Please tick or type an X in the appropriate boxes below.

Written Information

In what format would you like to receive written communication from us, e.g. contract, tour information? (Please tick one)

Standard print	<input type="checkbox"/>
Large print	<input type="checkbox"/>
CD	<input type="checkbox"/>
Braille	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>

Script

In what format would you like to receive your script? (Please tick one)

Standard print	<input type="checkbox"/>
Large print	<input type="checkbox"/>
CD	<input type="checkbox"/>
Braille	<input type="checkbox"/>
Other (Please state)	<input type="text"/>

If you would like a hard copy of your script:

Would you like it bound or as loose pages? (Please tick one)

Bound	<input type="checkbox"/>
Loose pages	<input type="checkbox"/>

Do you require it to be printed on coloured paper? (Please tick one)

Yes (please specify)	<input type="checkbox"/>	<input type="text"/>
No, white is fine	<input type="checkbox"/>	

Communication Support

Do you require aural communication support? (Please tick all that apply)

BSL	<input type="checkbox"/>
SSE	<input type="checkbox"/>
Lip Speaker	<input type="checkbox"/>
Loop System	<input type="checkbox"/>
Other (please state)	<input type="text"/>
None of the above	<input type="checkbox"/>

Do you need access to a sighted guide? (Please tick all that apply)

In rehearsals	<input type="checkbox"/>
At venues	<input type="checkbox"/>
At tour accommodation	<input type="checkbox"/>
Other (please state)	<input type="text"/>
No	<input type="checkbox"/>

Do you need script line-feeding during rehearsals?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Physical Access

Do you require wheelchair access? (Please tick one)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Please give any additional information which you feel would be relevant:

Do you have limited mobility that would restrict walking distance or navigating steps? (Please tick one)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Please give any additional information which you feel would be relevant:

Accommodation (digs) on tour

Digs Lists will be provided for all venues. Do you need assistance finding accommodation on tour?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If you answered "Yes"

Do you require accommodation to include the following features?

(Please tick all that apply)

Ground floor with level access	<input type="checkbox"/>
Lift access	<input type="checkbox"/>
Wide doorways	<input type="checkbox"/>
Wheel-in shower or wet room	<input type="checkbox"/>
Hoist	<input type="checkbox"/>
Nearby accommodation for a Personal Assistant	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

Please give any additional information which you feel would be relevant:

Travel

Please tick all that apply in relation to travelling to venues on public transport:

I would like to be met from public transport for orientation reasons	
I travel with a Guide Dog	
I require a Personal Assistant to travel with me	
I hold a disability railcard	
I cannot travel on public transport	

Please give any additional information which you feel would be relevant:

Access to Work

Access to Work can cover the costs of additional travel (if public transport is not accessible to you), specific access equipment needed for work, support workers costs and additional PA costs.

Are you happy to make an Access to Work application, if appropriate?

Yes, and I am happy for Nottingham Playhouse to handle the application process on my behalf	
Yes, but I wish to handle the application myself	
No	

Have you made a claim to Access to Work in the past?

Yes	
No	

If yes, do you know which office handled your claim? (Please state):

Other

Please tell us of any other access requirements that have not been covered, e.g. dietary requirements, or other information you feel we should know:

If we need to discuss your access requirements further, how would you prefer us to contact you? (Please tick all that apply)

Phone	<input type="checkbox"/>
Email	<input type="checkbox"/>
Text	<input type="checkbox"/>
Text relay service	<input type="checkbox"/>
BSL video relay service	<input type="checkbox"/>

How to return this form

Thank you for completing this form. Please return it to XXX,
Administration Assistant:

By post: Administration Office
Nottingham Playhouse
Wellington Circus
Nottingham
NG1 5AF

Or by email to <email address>