

Concrete Theatre Violence and Harassment Report Form – Confidential
(also available as a google form)

1. Person making the complaint:

_____	_____	_____
<i>First Name</i>	<i>Last Name</i>	<i>Role</i>

Date(s) of the incident:

Time(s) of the incident:

2. Name of the person who you are reporting about:

_____	_____	_____
<i>First Name</i>	<i>Last Name</i>	<i>Role</i>

3. Name(s) of any witnesses to the incident, or those who provided you with assistance at the incident:

_____	_____	_____
<i>First Name</i>	<i>Last Name</i>	<i>Role</i>

_____	_____	_____
<i>First Name</i>	<i>Last Name</i>	<i>Role</i>

4. Description of the incident(s): Please describe in detail what happened. Make sure to include full details of what happened, where it happened, what led up to the incident, and what you believe was the cause of the incident. The description should include any steps you took to remove yourself from the situation or to diffuse the situation. (Attach additional pages as needed to provide a detailed description.)

If the incident was reported, to whom and when?

If you required medical attention, when and where did you seek it?

Signature

Date of Report