Shop to be closed, don’t need to hide. Have a sign explaining that the shop is shut, open tomorrow to public on 26th

BBC breakfast to be confirmed tomorrow at meeting in London

BBC Look North 18:30-19:00 during Private View

Catering to 500 for the preview

Afterparty Postcard with Humber Street Address on to give out on the night – who leads on this?\*

\*Ben to check with Jacqui if Martin has asked leader of the council

Liz to get schedule sent over for road closures on Marathon day. Hull Marathon on Sunday 24th

Set up for press on Sunday?

\*Ben/Michael to send through full list of everyone for press registration

\*Lily to ask Curators to map out the order of their tour for press day

\*Jenny to sort lunch in cafe

\*Jenny to sort clearing of café furniture in to van. Ask Savilles/Hugh

\*Lily ask Stuart about Wifi in Café

\*Ben to ask press team if they want to go to preview

\*Jenny to liaise with Chris Marr to get invite sent out to the rest of staff