**Turner Prize Venue Ops Meeting 23.08.17**

Attending: Lily, Colin, Sara, Maxine, Kathryn, Haley

**FoH Staff**

\*Haley to send the costs for the extra week

Hull 2017 to send through all wages in one lump sum

Will do Wednesday-Sunday. Need all 4 of them in on the Monday, at least 3 on the Tuesday and 4 on the Saturday

\*Breakdown of training week, when we need FoH etc. Tuesday-Saturday, Sunday optional

**Bookings**

Maxine to book out the studio from 11th to use as a break room. Could have a volunteer on the door \*Do ask

**Volunteers**

Colin is in contact one on one with volunteers who are holiday during the training session. We will run a mop up session so we don’t lose interested people. Maxine to send through list of who she has been talking to.

Half a dozen not interested in Turner Prize. Colin willing to phone these people to book on to shifts as they won’t see the Ferens as available to sign up to.

Not critical volunteers for Ferens, extra 4 a day on ask for Ferens.

Haley confirmed that volunteers will not be clicking in and out and she will make alternative arrangements with her FoH staff

Stay back on the Sunday slightly to set up for press day. Need clarification on whether breakfast are coming \*Chase \*Meeting with Anna and Ben to figure out what we need to set up

Need wifi increased \*Stuart Abel. Insist that we have someone from IT in the gallery on Monday