CCP Process Review – 23/05/2016

Notes:

Letter of Agreement

|  |  |  |
| --- | --- | --- |
| Marketing & Comms | * What are we giving them in terms of Hull2017 support? - This sub-heading should be called Marketing & Communications Support.
* Their Marketing & Comms policy should be attached to the signed agreement.
* Dates & Deadline needed from PB.
* Branding – Are they getting the full branding? Are they obliged to use our Logo?
 | FAO CD, WHFAO PBFAO PB |
| General Conditions | * Do we need to warrant that the lead applicant is a UK Citizen? Don’t they just need a UK bank account?
 | FAO CD, WH |
| Financial | * Line to be added that the ‘party will be responsible of all VAT and Tax – not Hull 2017’
 | FAO WH |
| Ticketing | * Do they need to provide ticketing comps for H2017? If so how many? 5%?
* Ticket allocation?
 | FAO CD, HD, WH |
| M&E | * What M&E is going/can go onto Fluid Review? I.e. progress report?
* Can they just re-upload their budget/project timeline?
 | FAO DW, CD, EU |
| Event Schedule | * To be created by CD.
* Project timeline/Budget attached to ES.
* Budget template is a summary, with actual budget attached to ES as well.
 | FAO CD |