**HULL TAKEOVER: List to discuss today/Notes**

1. **Press Release TEXT. Let’s wrap this up.**
* Helen sent amended version to everyone with Lindsey’s amends in blue.
* Decision to remove ‘Northern Voices’.
* Agreed to release tomorrow 28th August late morning for Thursday pickup – Clare please send a final version to Helen before doing so?
* Ben has signed off Martin’s quote.
* Volunteers info to be included; Clare to remove the figure 100, can add in ‘considerable amount’.
* Clare to send 2 suggestions for photo call location.
* Rachel to book a photographer for the photo call.
* Helen suggests 11.30-12pm is the best time for the companies (or earlier).
* Can Clare come to Edinburgh for the 7th August?
* Include Silent Uproar press access from 2nd says Helen.
1. **Press Release IMAGE choice agreed.**
* Decision: Companies NDT Showcase image from Feb and curious directive stock.
1. **Other updates/questions on Press from Ben, Alix, Clare?**

**Kofi?**

* Kofi to be arranged closer to the time, can Alix be on this?

**Week 1 of the festival? Martin, Mikey, Mark?**

* Has changed to Week 3 for press briefings.
1. **Phil: update on Hull Hangout, Print Flyer design process and deadlines from Companies/Helen, Print Leaflet plans and details including timelines.**

**Other news and updates? What’s the plan with digital? 2017 Website?**

* Hull Hangout will be set up from August 1st, Phil speaking to Summerhall Weds and to update Helen
* Schedule signed off by Phil.
* Helen to work with Rachel Crow direct
* Digital article 1 week before festival begins.
1. **10-12th July – only time all 4 cos are in Hull. Do we want to arrange some interviews, photos etc?**
* Helen to work with Bethany direct.
1. **Strapline for the flyer footer banner. 2 choices.**
* Phil wants: PART OF THE #HULLTAKEOVER. 5 unmissable shows. 5 amazing companies. 1 UK City of Culture.
* Helen to send to curious directive.
1. **IS THIS SCHEDULE OK with everyone?**

Yes

1. **Volunteers on the Mile: schedule for the day. Clare suggests am photocall: can we agree time slots?**
* See point 1