**Turner Prize Events Meeting**
20.09.2017

Katy Fuller, Lily Mellor, Jenny Hutt, Chris Clay, Rebecca Clark, Liz Draper, Mike Berriman

Apologies: Sara Black, Ben McKnight

* **PRESS & MEDIA**

**URGENT:** BM/MB to confirm TV and Radio arrival times morning of Monday 25/09 and interviewees needed(GV, SC, AF, KS, MG?) as this affects the schedule

MB to confirm media truck (x 2) arrival times and location of set up for schedule as cabling needs to be considered. Trucks to be parked on Osborne Street during broadcast.

BM/MB to send through full list of names for press registration

LM to liaise with Chris Marr to organise timings for photographer access to exhibit on Friday 22/09

Wi-Fi in café – BM to speak to David Watson

* **VENUE & LOGISITICS**

JH/RC to confirm delivery timings with Saville’s for Sunday 24/09. Would like to deliver from 16:00 – 19:00 - **require press timings from BM/MB**

LM to confirm with Haley opening hours for Sunday and Monday – **require press timings from BM/MB**
*Sunday 24/09 - open until 19:00?
Monday 25/09 – opening as normal from 08:00?*

Once these timing have been confirmed Lily to inform GV, SC, KS, MG, AF of interview slots Monday 25/09 AM

LM to confirm list of names of 15 x Tate Patrons for LD

LM to notify Haley Killingbeck that we require 13 x radios 25/09

JH request Tate staff member to be on the door, and another to wrangle Maria. LM to liaise with Hannah Morgan at Tate

JH confirmed no BSL needed for speeches

LM to speak to Colin about briefing volunteers on the night regarding ushering guests into Live Art Studio and G2/café. GV and SC responsible for moving artists/jurors into studio for speeches

Goodie Bags (x 800) will be stuffed in studio to be put into boxes for handing out. Bags to be stored in security guard cubby hole, small staff room and under trestle tables. There are to be in situ on Sunday 24/09.
LM to notify Colin to brief Volunteers.

* **CATERING**

Move L shaped bar to rear café room to avoid bottleneck

LM confirmed guests can drink in Gallery 5 (Hurvin)

2 x trestle tables to go in the foyer – JH to order with HCAL

JH/RC to complete inventory of wine upon arrival on 22/09 and any returns 25/09

162 bottles (25% of order) can be returned if un-opened

LM to chase Danny at HSG for quote. Currently £1020

* **UPDATES**Guest list currently at 460

LD to e-mail Karen Park regarding Cllr. John Hewitt invite (not official)
Partnerships third party events: 5 booked (+ 2 TBC) – 1 x AM slot has been booked on 05/10