**Depart Conference Call 20160902**

**RESPONSIBILITIES**

**Hull2017**

Site permissions

Premises license

Traffic management and road closures

Distribution of flyers and posters

Photography of event

All documentation of Hull-specific activity (beyond ACE report activity by LIFT)

Choir cost is ours

**LIFT/Circa**

ESAG

Site build

Event management plan

Cover costs for toilets/fencing/security

LIFT delivering microsite with no ticketing facility but a link to our box office

Delivering 10,000 A5 flyers and 100 posters

Supply of London imagery for promotion

**ACTIONS**

Need clarity on milestones between now and event

Hull2017 to clarify marketing support at our end

LIFT to update on nature of PR support from Cornershop at their end

Hull2017 to provide branding marks for posters and flyers

Simon – LIFT Tech/Ops lead to liaise with our Tech/Ops lead

LIFT require specific audience info from our box office for reporting to ACE