

Previous plans in orange

Revised plans in green

Hull 2017 please indicate you are in agreement, preferably today if possible!

Capacity

- Capacity for cars needs to be reduced from 36 per day to 30 on our longest day and 18 on our shortest days
 - We will need to reduce our overall capacity to 180-220 (of which we've already done 24)
 - This is because:
 - Changeover at phone box takes a little longer than estimated – we are working to get this down
 - We want to allow the in-car performances to take the time they need – looking at about 20 minutes from one reset to the next
 - We are committed to giving performers a break on an hourly basis

Journey flow

- Getting people into cars:
 - At the weekend, we ran 2 phone boxes for the first hour
 - There were a couple of instances where people were stood at phone boxes waiting for a call back for up to 10 minutes
- Original plan was to have 1-4 active phone boxes for each location
 - Decision: switch down to 1 phone box, put eyes on the phone box and communicate to cars who is waiting
 - This allows us to forewarn people how long they might be waiting when they go to the phone box
- Queueing
 - We will implement a written queue / sign-up sheet
 - Only people on the sheet will be directed to the phone boxes
 - **JH AM design sign-up sheet for each day**
- Changes to information given out
 - Decision: remove reference to specific phone boxes in telephone calls and aim to direct people to screenings instead
 - Decision: we will not release any phone box locations in and comms / social media – we will only talk about screenings

Phone number and calling

- Original plan was to call back people who answered on 1 October and direct them to a specific phone box (based on where they called from) for a priority pickup access to the car
 - Decision: as we are now implementing a queue at the screenings, text these people a unique priority code for a specific screening, and when they arrive at the screening, they tell their code to a volunteer and then they take up one of the "held" slots. There will be the correct number of slots held back for the number of codes given out.
- People who had issues on 1 October
 - People who have contacted us regarding issues they had on 1 Oct will be contacted by us and offered a unique priority code if they tell us their postcode and telephone number
- Next steps
 - Priority codes
 - We need to set a maximum number of holds per screening for people turning up with priority codes

- This means we need to review each location and nominate how many codes we can issue at each
 - Then we need to do an audit of the locations of the VIPs that we have in the list at the moment
- **Communicate strategy to Hull 2017**
 - **JH send summary notes**
- **Audit of phone boxes – AMPP**
 - Deadline Wednesday lunch time
- **Offering out codes**
 - Priority codes will be offered to a random selection of people who answered the call
 - There will be 50 of these priority codes
 - **NT LB KJ to look at wording of “random selection” message**
 - “You are one of the lucky people who picked up the phone who has been selected for a ride in a Tesla with someone from the future...” etc.
 - **LB / AMPP make contact with chosen people – Textlocal**
- **Contacting people who had issues – LB**
 - Await sign-off from Hull 2017 before doing this
 - There will be a further 30-40 priority codes available to these people
- **Call from Hessa to everyone who answered the phone on 1 October**
 - Modified version of the existing inbound call
 - It will be Hessa inviting them to make a recording
 - **NT to write and edit, export, script and trigger**
- **Writing sign-up sheet with unique codes on - AM**

Screening spaces

- Decision: get rid of our existing tent
- Decision: move umbrella stand into the van
- **JH ask for photo of Hull 2017 tent**
- **E52 look at stretch tents from link NT sent over**
- E52 to emphasise importance of cleanliness of immediate area

Security

- E52 to brief security on appropriate manner to take with members of the public
- It's a family-orientated event and we need to be understanding and welcoming
- Be mindful of comments about theft and vandalism within earshot of the public

Stage management

- Show reports must be completed – BT have a template
 - **BT give template to E52**
 - **E52 to complete all show reports**

Safeguarding

- In the incident of 1 October, we followed the safeguarding procedure, with Linsey alerting Nick, and then Nick immediately notifying the tech operators in the car
- Decision: Our amended policy is if anybody is clearly under 18, we thank them for putting themselves forward, but state that they will need to be accompanied by an adult. We will assign them a priority space if they want to come back later with an adult. Ideally this situation will be avoided altogether by screening at the queue in person with the volunteers.

Volunteers

- Briefing
 - **AM to update briefing incorporating all notes about general awareness of the project and ownership**
 - **E52 and NT to work together to make sure all volunteers are briefing comprehensively each weekend**
- Queuing
 - **AM NT Write up queue system briefing / NT deliver briefing in person around queue**
 - **AM NT Add safeguarding note to volunteer briefing about queueing**

Schedule changes

- These have been signed off by E52
- Aim is to maximise the running times for cars
- 15 Oct time change is just a correction
- 22 Oct schedule change allows an extra 2 hours that day for cars running time
- 28-29 Oct schedule change allows an hour extra car running time per day
- **JH sign this off with Hull 2017**

Documentation

- JH planning to make video documentation on 14 October
- **JH AM LB to plan for documenting**