**Epicycle 04.07.2017**

Attending: Katy, Hannah, Rachel, Carys, Michelle

By Phone: Adam, Tim

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| **To Do** | **Lead** | **Notes** |
| KF to speak to Gareth about his role on site | Katy |  |
| Find out permissions for using Walton St Car Park | Carys/Adam |  |
| Amend production schedule | Adam |  |
| Amend EMP | Tim |  |
| Confirm West Park with HCAL | Katy |  |
| HCAL Park form | Lily/Hannah |  |
| Confirm whether to reserve deck chairs | Katy | Talk to Martin about it |
| Confirm where wheelchair accessible area will go | Katy |  |
| Accommodation | Lily | Easy Rooms |
| Investigate food places around Stadium and possibility of using the Stadium itself |  |  |
| Marketing and Comms plan | Rachel | Change Outdoor Buyer Research to West Park |
| Research impact on residents at West Park | Adam/Hannah |  |
| Check who is doing piece of summer print for families and what it is, how wide it is, etc. | Rachel |  |
| PRS list of music from Alexandrine | Hannah |  |
| PPL tariff | Hannah/Lily |  |
| Put in Volunteer request | Lily |  |
| Book in Sarah Harris as volunteer lead | Hannah/Lily |  |
| Carys to send West Park plan in CAD to Adam | Carys |  |

Epicycle will now take place in **West Park** as we can’t get round Pearson Park’s ‘no Sundays’ rule.

**Licensing/Venue**

* Need confirmation of Park Fees from HCAL
* 19th July consultation period ends if ESAG happy and we meet fire regulations sent through.
* Need list from Alexandrine of music being played for PRS.
* PPL tariff for Place des Anges – we gave them the details and they invoiced us.

**Ticketing**

* Audience experience is changed if we still don’t ticket - can have a lot more people on that site safely and easily but nowhere else to go if it is too busy
* Place des Anges took an hour for the audience to go through barriers, scanning tickets etc. so not ticketing would save a lot of time
* KF comfortable to go with no tickets in West Park

**Build**

* Production schedule will stay pretty much the same for West Park but Adam will make tiny amends
* Budget will probably go down as we need less trackway in West Park. Now have the option to take it out and put it back in, which would look better aesthetically. £8k in budget should come down to about £6k, even with taking it out and bringing back in.

**Marketing and Comms**

* Can control the marketing and comms so it is late, focused on that area in particular
* Have to be cautious not to use massive advertising sites on Analby Road, do it within the site itself instead.
* Outline marketing and comms plan by the 11th so we have timeline of design and print.
* Resident notification planned for w/b 24th - Door drops of flyers/letter for relevant houses and then flyers further afield. We usually plan resident drops ourselves but can get a map from royal mail to see how many households to target.
* Print for families over the summer – could include Epicycle depending on how wide it is being distributed.

**Event**

* Yes to Walton St Car Park for audience car parks
* Need additional stewards in for car park and for fencing site off for Saturday football - Costs included in Adam’s new budget.
* Blue badge parking? – Could go in the red bricked off area they use for gigs.
* Outstanding Q on where wheelchair accessible area will go
* Volunteers – minimum 20 wayfinders, 6 for deck chair area, 10 on each side for FoH. Could have the same cohort both nights but ask them to swap role so everyone gets to watch.
* Volunteers in at 19:30, Briefing 20:00, in place 20:30 – 23:00
* Sarah Harris as volunteer lead

**AOB**

* Carys off from tomorrow until Monday 17th
* Katy off 20th-1st July
* Change of venue doesn’t affect contract with TG.
* 3pm game on Saturday, 7:45pm game on Tuesday evening but should be out by then.
* Decide who raises POs for Marketing/Comms once we have a plan.