**15/11/2017**

**Turner Prize Events Meeting**

Katy Fuller, Jenny Hutt, Lily Mellor, Rebecca Clark, Ben McKnight

Apologies: Chris Clay, Mike Berriman

1. **GUESTLIST**
	1. **RSVP Responses**
	196 Yes RSVP on 15/11/17
	Guestlist has been sent to TATE - JH has asked Hannah Morgan to chase TATE list. **TATE has 50 including their staff**

**LM to chase Andrea - 1 place to fill. All other artists sorted.**
JH/RC to get the seating plan from CC of Hull Minster layout, complete first pass at seating plan w/c 20/11/2017.

* 1. **Accreditation**Wristbands have arrive – no accreditation. List of staff to be sent to all venues.
	2. **Press**BM asked if there is capacity to seat an extra 4-5 press?
	JH to e-mail BM/DC about names and dietary requirements
	BM to send press contact list to JH
	Artists have been briefed by TATE not Hull 2017
1. **BBC**

BBC guests on programme and inserts,2-3 people on main programme

**KF has pitched the below to BBC:**
16:50 Martin Green
17:45 Goldie / Alex F
20:30 and 21:30 George Vasey and Sacha Craddock
21:30 Cosey Fanni Tutti

Earlier guests from 13:20 – are Hull 2017 expected to wrangle these guests?

George and Sacha are confirmed to do the live programme from Ferens at 20:30, and 21:30 - 22:00.

JH/RC to go through schedule and input BBC World/BBC 4/World Tonight/Look North/BBC News

JH to get speech notes for Goldie and TATE
BM to speak to Alex and ask if Goldie wants notes made for him

Martin welcome at 19:45, followed by Alex Farquharson. No speech from leader

* LM to speak to Chris Marr about Rosalind’s film
* Technical recce confirmed for 17/11/2017
Eimear, Alison, Lorrie on Standby for phone call at 12:30
1. **PRESS**
* **Welcome Press pack**
* **Schedules for:**

Curators - LM
Goldie - JH
Press - MB **to send to RC**
Master – RC

* BM – speech for Martin to welcome. Alex Farquharson to follow. **JH to confirm.**
* **LM to send Rosalind’s films to Eimear McNamara**
* Front Row - 28/29 November – BM awaiting confirmation
No recce, but would need 2 hours at Ferens in Turner galleries
George do pre-record in Hull and Sacha do live in London
**BM to chase for confirmation and more details**
* BBC Radio 6 Music in live studio 01/12/2017 – 02/12/2017
Ferens FOH are charging £400 hire fee for the Live Art Studio for both days, Simon Green heavily discounted it (60%) – good promotion for Ferens.
* 4 x artists to be briefed on 05/12/2017 prior to the announcement. Brief to be sent in advance as well as briefed on the day
**BM to arrange B&Q to do this / LM to contact artists about schedule**
* Press file from 15:00 – 19:30 in Live Art Studio – who are the privileged few who know the winner? **BM to confirm names**
* Briefing
Goldie, artists, fact sheet for presenters, Ferens staff, Maria Balshaw
BM to pull press briefings together and confirm time, location and who will do brief
* MB to test Wi-Fi in Trinity Square café – you have to put your e-mail address in, is this a problem? MB confirmed W-Fi is strong.
* JH to create schedule for Goldie
1. **MINSTER**
* **17/11/2017 – technical production schedule with JW.**
* LM to confirm 350gsm place settings and 3 x logos to be printed on these. Names to be hand written
* JH to look at areas in Minster for volunteer break out area / Cry room for artists / storing kit for 28 x crew
* Turner Prize 2017 branding lectern/narthex
* LM to get quotes for T-Shirts, speak to Laura Smith about branding.
* JZ doing flowers – no candelabras. Some candles on the tables – factor in lighting candles. JH to speak to JZ Kirsty.
* KF – numbering tables. Table numbers in the same design as the place setting.
* Toilets - Signage – black and gold for toilets?
1. **CATERING**

Menu – JH confirmed with Lesley 16/11/2017
JH to confirm wine order with Saunts once menu is confirmed

1. **AOB**

Alex to do the unveiling of a plaque AM of 05/12/17
LM to feedback to Simon Green that Alex is in the jury meeting 10:00-15:00