**Land of Green Ginger**

**Production Meeting**

**Tuesday 21 March – 1pm – 2.00pm / 2.00pm – 3.00pm, Pacific Exchange – Board room**

**Attending**

Elizabeth Bergeron Assistant Producer – Hull2017

Katy Fuller Executive Producer – Hull2017

Gareth Hughes Head of Production – Hull2017

Adam Long Production Manager – TG Events

**PRODUCTION** Seven Alleys

**COMPANY** Periplum

**DATE** 3rd to 6th May 2017 (plus Heralding)

**VENUE** East Park

**AGENDA - 1pm to 2pm**

1) Roles and responsibilities

2) Walk-through – WWWW

* 1. Heralding
  2. Build
  3. Rehearsals
  4. Show
  5. Derig

1. Staffing – 2017/volunteers/stewarding
2. Wayfinding
3. Comms
4. Risk areas
5. Emergency – actions / comms
6. Accessibility
7. VIP / Press (PARKABLE)
8. Site dressing / signage (PARKABLE)

**AGENDA 2pm – 3pm (with Periplum)**

1. Tech rider
2. Site plan
3. Walk-through – WWWW
   1. Heralding
   2. Build
   3. Rehearsals
   4. Show
   5. Derig
4. Specials
5. AOB

**DATE FOR DEBRIEF**