**The Visitor - Event Management Plan**

**OVERVIEW**

1. **Description of Project**

The Visitor centres upon the presence of an extraordinary looking creature for a week within the community of Longhill. The Visitor of the title a performer in a specially designed suit that looks unmistakably like an animal and also totally unique and ‘other worldly’. The suit/The Visitor, animated from within by the performer, is able to communicate via its eyes and ears, is strangely persuasive and although impressive, is not at all frightening. The presence of this magical being amongst the mundane and everyday will be a highly effective catalyst for meetings, conversations and the sharing and exchange of information between the community and the company.

Working in collaboration with Karen Okra we will identify 6 and 10 members of the Longhill community who will be privy to the secret of The Visitor, who will take it in turns to host The Visitor and introduce it to their world. Hosts will be fully briefed and the schedule for their day of hosting will be agreed with them in advance, to ensure maximum ease and enjoyment for them and maximum effectiveness for the project. During a typical day The Visitor will spend 2 or 3 blocks of 2 – 4 hours with their host across their day so as to experience different facets and moments of their life and meet the different people they typically interact with. Its ‘handler’, who’ll also serves as interpreter when needed - The Visitor being mute, will always accompany the Visitor. The character and nature of The Visitor is such that, through action it gently questions all that it encounters and those around it respond to that, taking it - and talking it - through any given moment or event; this process will be facilitated when necessary by the handler who will stage informal interviews. The Visitor and handler will carry a video camera to record and document significant moments and encounters (the permission of all subjects to recordings will be secured) with a view to capturing information about both the inner life of the host i.e. what their interests, hopes, fears, dreams might be and also insights of what life is like in their home community.

Hosts will be selected on the basis of their interest in wanting to be involved and to represent a broad cross section of the community. As each days day unfolds, the host, the Visitor and its handler, will meet a variety of people and places apprehended through two perspectives: from the perspective of one who belongs and the perspective of one who doesn’t. The meeting of these two perspectives will produce a set of live, playful encounters for the community of Longhill and for the more intimate audience of family, friends and colleagues. The meeting of the two perspectives, along with the overall experience of the project, of working on the ground in the community, will generate a rich body of visual and aural material that will be shared with the local community on information boards mounted at St Margaret’s Welcome Centre and Eastmount Centre: the material gathered each day will be edited and be ready for sharing the next day.

On the final day of the residency an informal gathering will be held at Eastmount Center for all involved in the project either directly or indirectly. This will conclude with a final good bye to The Visitor who will take the opportunity to thank the hosts and will then depart for his next destination.

1. **Location/Dates/Times**

**Set-Up**

30 August : Arrival of Lone Twin team and set-up at Eastmount Centre

 briefing meeting with hosts

31 August: Recce’s to hosts am and pm

 Briefing for Hull CC 2017 Volunteers at 11.00

Guerrilla sightings

1 September: Recces continue am

 Confirm hosting schedule pm

Guerrilla sightings

2 September: Meetings with hosts for individual plans

 Guerrilla sightings

**Hosting Period**

3 – 10 September: The Visitor in Longhill; different locations each day according to final

schedule agreed on 1 September

11 September: Concluding gathering for all hosts and community

**PRODUCTION / OPERATION**

1. **Licensing/TENs & Permissions**

Release forms will be provided and agreement of subjects to being filmed will be confirmed with a signed release form.

1. **Health & Safety approach**

The Visitor builds on a concept that was originally conceived of for young people aged 6 – 10 and that has been rigorously tested and deployed on that age group and presents minimal health and safety concerns or requirements. It’s an experience for small groups of people in domestic settings and everyday outdoor settings; it is very low tech and deploys only everyday technology/equipment.

Interactions between The Visitor and members of the public are supervised at all times and mediated where necessary.

Anticipated locations where The Visitor will be spending time with members of the public will be researched in advance.

Lone Twin team members are all extremely experienced in facilitating interactions with the public.

1. **Staffing & Security arrangements**

The Visitor (member of Lone Twin team wearing the costume/suit) will be accompanied at all times by another member of the Lone Twin team in the role of ‘handler’/interpreter. Handler/interpreter will serve both to facilitate meetings between the public and the visitor and to divert unwanted attention.

Third (and on occasion fourth member of the team) will remain at project hub (Eastmount Centre). Fourth member of the team will from time to time follow The Visitor at a distance to document the project.

Secure space has been requested at Eastmount Centre for equipment and Visitor suit to be stored.

1. **Infrastructure & Equipment**

Video camera(s) will accompany the visitor.

Printer and laminator at Project Hub

Info boards at Project Hub and St Margaret’s Welcome Centre

1. **Ensuring Accessibility**

The Visitor in itself is highly accessible as an interactive experience; it can engage with individuals of all abilities and ages very directly as a visual experience; or via aural and sensory/touch through the involvement of the handler/interpreter. The information gathered during the hosting period will be shared/disseminated via photo, video and discussion in an informal setting that is accessible to a comprehensive cross section of the community.

1. **Safeguarding approach**

The Visitor will be hosted by adults and if ever in the presence of children or vulnerable adults will always be accompanied by a parent, guardian, teacher.

1. **Environmental Awareness**

*n/a.*

1. **Audience Management**

*n/a*

1. **Emergency arrangements**

*n/a*

1. **Insurance**

*To follow hen back in the office..*

**MARKETING**

1. **Marketing Plan**

The Visitor is an intimate and/or spontaneous experience for audiences i.e. it is not conceived of to be a formal public performance event; and the idea is that it is very much a secret that is passed on from one person to another.

In the few days building up to the hosting period we will stage a number of guerrilla sighting – fleeting glimpses of The Visitor in Longhill - that will pique interest and create a sense of anticipation and that can be used as photo/press call opportunities. We may also post simple, unbranded B&W photocopied A4 posters – like Lost Cat notices - asking if anyone has seen anything unusual in the neighbourhood and if so to come and advise someone at the project hub.

There are three key contexts or modes of engagement during the hosting period:

1. hosts and their immediate circle (family, friends, colleagues): hosts will be privy to the secret of The Visitor before the project gets underway and whilst they may indicate to their circle that they are expecting someone to visit at some point the actual appearance of The Visitor in their home/workplace/leisure space will be a surprise. Over the course of the hosting week the secret of The Visitor – will be passed on through the community as awareness and first hand experience of its presence grows.
2. the wider community of Longhill:
	1. the people of Longhill will over the course of the hosting week see The Visitor out and about in the area accompanied by its hosts, intrigued, surprised or nonplussed, they may be introduced or not and they may chose to follow the host and The Visitor as they go about their business and in so doing will find out more. The character of The Visitor is such is that it invites attention from people of all ages and it won’t be unusual that if The Visitor is walking down the street that it will attract a following and news of its presence will spread exponentially.
	2. Throughout the hosting period notice boards at Eastmount and St Margaret’s centres will give insights into the project and be accessible for all to view
3. The wider population of Hull may learn about the presence of The Visitor through local broadcast and newspaper coverage and social media and may decide to come and pay a visit to the area to see if they can spy The Visit for for themselves.

Outside of the above we will be make reference to The Visitor on our website and social media to raise national and international awareness of the project.

**MONITORING & EVALUATION**

1. **Monitoring & Evaluation**

**APPENDIX**

1. **Key Contacts**

Gary Winters: 07773 876853 / garytwinters@me.com

Gregg Whelan: 07773 876845 / gggw@me.com

Gwen Van Spijk: 07753 717562 / gwen@lonetwin.com

Steven Loader: 07914 688101 / stevenloader@yahoo.co.uk

Bob Karper: 07941 241216 / bob\_karper@yahoo.co.uk

1. **Timeline**

22 August – 29 August: finishing off suit

gathering equipment and materials

finalising paperwork.

See Section 2 for remainder

1. **Risk Assessments**

To be completed once on site

(other appendices as appropriate)