NNT – 6/6/16

Henri, Lou, Ian, James M, Martin

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| **Agenda** | **Action** | **who** | **Deadline** |
| **Admin** | Job description to be completed | Henri to send to Lou | SLT 14th June |
| **Partnership Agreements** | To include – free venue, local team requirements, use of hcoc logo – bespoke for schools & social venues | Henri | June |
| **Contacts** | Venue contact spreadsheet to be lifted from ACE bid | Martin | June |
| **Branding** | Branding session to be set up with Henri, Lou, Martin A, Ian, James M, James T, Billy, Tara | Martin | ASAP – 11th July content deadline |
| Inform Venues & set up area meetings | **East Meeting** - Freedom centre, Sentimu, Kingswood & Winifred Holtby  **West Meeting 1** – Boulevard, Sirius, Hymers & St Georges  **West Meeting 2** – St Georges, Gemmell & Walton Street | Ian & Lou | June |
| **Monthly partner meetings dates** | **Meeting 1** – Partnership agreements, intro to consultant & team, marcomms, feb programme  **Meeting 2** – Programming & venue tech spec | Ian & Lou | June |
| **Consultant Brief** | To include meeting dates & day either side – 20 days available in budget | Lou | June |