**08/11/2017**

**Turner Prize Events Meeting**

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

Apologies: Chris Clay

1. **GUESTLIST**
	1. **RSVP Responses**
	122 Yes RSVP on 08/11/17
	JH to chase Jacqui Gay for names of 10 HCC x invites

10/11/17 – first deadline
**LM to chase artists and art world list
JH to do group reminders (BBC, Arts Council, Hull 2017 board) and add-column in with a note for those we assume are coming**
**BM to speak to Bolton & Quinn to chase art world invitees**

* 1. **Accreditation**Guest wristband to say “Turner Prize 2017 Award Ceremony”
	Black deboss with gold infill / Black deboss with no infill

**RC to do contractor accreditation**

* 1. **Press**JH to send guest list to Hannah Morgan and Alison Kee, copy BM and B&Q

JH/BM to clarify B&Q invite list – send PDF invite to targeted critics and correspondents

1. **BBC**

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

**BM to go back to Alison to actively pitch guests:**
16:50 Martin Green
17:45 Goldie
20:30 and 21:30 George Vasey and Sach Craddock
21:30 Cosey Fanni Tutti

LM to inform George and Sacha that they are doing the live programme from the Ferens at 20:30 (for 4 minutes) and 21:30 - 22:00. BM to push back on BBC.

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

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

* LM to speak to Chris Marr about Rosalind’s film – edited clips have been ok’d by Rosalind which can be shared with BBC
* Technical recce with BBC, HPSS and Durham AND all-in production meeting
**JH to confirm 17/11/2017** (suggest London come up on 07:20train) **John Wilmott, Eimear McNamara, Alison Kee, Andrew Swann + Hull 2017**
1. **PRESS**
* 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 £650 per day. **LM to ask Simon to waive hire fee but send costs to cover staffing**
* 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**
* 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
* JH to create schedule for Goldie
1. **MINSTER**
* 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
* CC no longer likes the idea of the gauze
JH to speak to Lisa Mayes about branding lectern with Turner Prize 2017
* JH/LM to get quotes for T-Shirts, speak to Laura Smith about branding
1. **CATERING**

JH to meet Saunts and select menu, w/c 16/11/2017
JH to confirm wine order with Saunts once menu is confirmed

1. **AFTER PARTY**2 x DJ spec booked out from HPSS for both locations
RC to complete a TEN for HSG – 11:00 – 02:00
JH to confirm and book SIA for Ferens / Minster / HSG
2. **BUDGET**
£10,00 Lighting

£7,500 Sound / screens / staging / candelabras / flowers

1. **CONTRACTS**
RC to draft