Epicycle Team Meeting 21.06.2017

Attending: Lily Mellor, Katy Fuller, Hannah Williams Walton, Carys Tavener, Rachel Crow, Michael Berriman, Pippa Gardner, Michelle Evans

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| To Do | Lead | Notes |
| Finalise ticketing/non ticketing with Chris | KF |  |
| Circulate PID to team | LM |  |
| Equal opps forms for artists | LM/HWW | Can fill out manually when they are here. |
| Break down marketing £5k in to photography, film, etc. | RC |  |
| Chase more images/copy from CirkVOST for Marketing purposes | LM/HWW |  |
| Marketing timeline | RC | RC to liaise with Phil |
| PPL | CT |  |
| Send Contract to Tim and ask for EMP by mid-next week | KF | By Friday 23/06 |
| Answer Pearson Trustees’ queries | KF/HWW | After site visit on 23/06 |
| Liaise with Adam about Blue Badge Parking and Audio Description | LM | On site visit 23/06 |
| Liaise with Jan about transportation costs, flights (can Jan come on Monday?), accomm, timings, per diems/catering | LM/Adam | On site visit 23/06 |

* Trustees are keen for us *NOT* to ticket. Ticketing would add costs that wouldn’t be covered as it is a free event. Pearson is self-sufficient as there are lots of things around to do instead if it is too busy. Supporting local businesses/restaurants/bars.
* Q about the 500 deck chairs and controlling that – is it first come first served?
* For Info: The Sesh is the week before and The Hull Show in East Park is happening the same weekend, although this finishes at 20:30
* Can we stop people drinking? Public place. No alcohol sales included in our premise licence

MarComms

* Comms to start relevatively late – comms push in the final week before the show (beginning of Aug)
* Lots of local (avenues) marketing
* For Info: Contains Strong Language BBC announcement 17th July Hull and 24th July London. Tickets on sale from 24th.
* Two Hull 2017 deck chairs on site somewhere – well lit, not obstructing
* £7.5k – £1.5k sitedressing, £1k resident notification, £5k marketing – RC to look at how that can be broken down in to photography etc.
* Points to convey; FAQs, encourage people to go by bus/lack of parking, resident notification as quite disruptive, deck chair accessibility, mark the show as ‘Highly Visual’

Access

* Some wouldn’t be able to get in and out of deck chairs. We could provide a limited amount of chairs for access purposes – do they ask a Steward for a chair on arrival or can they book in advance?
* Possibility of blue badge parking
* Possibility of Audio Description

M&E

* No M&E budget attached
* Could do clickers on each entry/exit point for Pearson.
* Would like to collect audience contact details to send them an email survey, ideally 386.
* Equal opps for artists – could sign when they’re here