Turner Prize Core Team Meeting

05.10.2017

Katy Fuller, Lily Mellor, Laura Smith, Ian Read, Ben McKnight, Jenny Hutt, Rebecca Clark, Will Hutchinson

**1. Legal**

1a. Event Contracts

* Venue agreement required for the Minster, **JH to share Jane’s details with WH**
* Agreement for Goldie, **KF to share talent contact with WH**

1b. Learning Contracts

* **IR to send WH list of artists /contractors / suppliers for educations for Learning Programme of events**

**2. Press**

* Goldie - BM to speak to EB
* BM and JH are primary contacts for Eimear McNamara at the BBC (Press & Operations)
* Room for press to file - **JH to confirm use of Minster office with Jane**

**3. Events**

3a. Turner // Return - 16 November 18:00 - 23:00

* LM & IR to meet with KS
* IR to check capacity spaces (per gallery space) – 770 overall
* Entrance – both sets of doors open. Constructing new entrance or dressing new entrance?
* Can it be set up the night before? No storage for furniture and piano can’t move.
* IR to speak to Vicky Knightwaller regarding catering, **JH to share contact with IR**
* Speak to Ferens about PA system in studio, lapel mics, handheld mics etc.
* IR to enquire about opening the café for hot beverages
* **IR to pull it together as a schedule and present to KS**

3b. Awards Night

* **JH to set up meeting with Saunts Catering**
* Clarity on the logistics of getting artist to Ferens from Minster
* KF to confirm budget for 05.12 with JH