**IWAB**

**Internal Coordination meeting  
19 December 2016**

Attending: Chris Clay, Hull 2017 CC

Jenny Hutt, Hull 2017 JH

Melissa McVeigh, Hull 2017 MM

Rebecca Clark, Hull 2017 RC

David Watson, Hull 2017 DW

Sam Hunt, Hull 2017 SH

Shaun Crummey, Hull 2017 SC

Harriet Johnson, Hull 2017 HJ

Zoe Snow, Gary Beestone ZS

Apologies: Louise Babych, Liz Draper

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| **POINT** | **ACTION** |
| **1. ROAD CLOSURES** |  |
| MM – confirmed A63, Castle street and Garrison roundabout closures from 16:00 on 01/01/2017. Advance signage is in place and an advertisement will be in the Hull Daily Mail on Thursday 22/12/16.  MM – Currently arranging Victoria Dock resident-only access via Plimsoll Way.  CC – A63 closure is to allow people to enter/exit site safely and will not be advertised as a fireworks viewing area.  SC - confirmed road closure information has been circulated to volunteers  DW – More in depth road closure information to be advertised on Hull 2017 website | DW |
| **2. RESIDENT NOTIFICATIONS** |  |
| MM - Resident letters for Zone A to be distributed as soon as possible. Hull Box Office to distribute Victoria Dock resident letters on 20/12/2016  MM has liaised with business in the Marina to allocate wristband to patrons. Business specific wristbands will be distributed by businesses to patrons, not Hull 2017  SC – Volunteers at the pod have been receiving questions from boat owners in the marina requiring clarity for access on 01/01/2017. MM confirmed a notice to mariners has been issued through the marina office and she is continuing liaison. |  |
| **3. TICKETING** |  |
| CC – queried why tickets sent via e-mail were not showing Zone Allocations  DW – Communications with ticket holders to go out between now and event date with updates. | DW |
| **4. GATE OPERATIONS** |  |
| DW – confirmed 60 volunteers and an additional 6 volunteer leads across the 30 lanes onsite. There will be one checker and one scanner. Volunteers rto arrive at station by 17:30. The Hull 2017 Digital team will be overseeing all the activity.  Anna Route has put a request in for the 6 volunteers leads to come to the Hull 2017 offices on 30/12/2016 for brief with DW.  ZB - Setting up gate lanes from 17:00 with a view of completion at 17:30.  CC - queried balance of lanes as they appear uneven.  ZS - to confirm number of lanes for each entry point and share with CC.  DW – to share map of site on social media. CC concerned about sharing map with none ticket holders and liaising with police. CC to discuss with DW. | ZB  CC/DW |
| **5. EVENT DRESSING AND SIGNAGE** |  |
| SH – expressed concern around removal of signage post event. MM confirmed signage and dres0sing will be removed as soon as the event is finished. |  |
| **6. VOLUNTEERS** |  |
| SC – confirmed 80 volunteers have been allocated to ticket gates, and shift times confirmed for first wave of volunteers to arrive at 14:30  DW – queried number of volunteers as he had planned for 60.  Volunteer schedule for 01/01/2017:  14:30 – first wave arrive for ticketing training 15:30 – first wave finish with DW for first meal sitting  16:00 – second wave of 81 volunteers arrive  21:00 – All Volunteer shifts finish  HJ – Volunteer signing out point with HJ and Colin Renshaw (Hull 2017 Programme Officer) to be confirmed.  SC – confirmation needed of description sent out to volunteers for 01/01/2017 and to clarify their roles, SC to circulate with MM/DW.  MM ensured there will be other roles for the additional 20 volunteers. SC to meet with MM regarding volunteer needs.  **6a. Briefing at C4Di**  Briefing to be led by MM/CC  CC - queried level of briefing which needs to go out to MiH volunteers. CC to liaise with Niccy Hallifax, MM and HJ.  **6b. Access Volunteers**  HJ confirm 50 volunteers have been allocated to disability and access and they are schedule to arrive at 17:00 | HJ  SC  SC/MM  MM  CC/MM/HJ |
| **7. EVENT CONTROL** |  |
| CC – confirmed event control will be located in Warehouse 6 (above Ask Italian) and will be operational from 15:00 on the 01/01/2017  Silver command will be located at Clough Road.  3 x phone lines will be installed at Warehouse 6:   1. Direct to Silver Command 2. Another to transport managers 3. Back-up line for ZB |  |
| **8. ACCREDITATION** |  |
| MiH volunteers who are situated at The Deep drifting on to IWAB site if they are not accredited.  MM / CC to discuss volunteer accreditation | MM/CC |
| **9. PARTNER RECEPTION** |  |
| JH confirmed Partner Reception will be held in the Mortimer Suite in City Hall from 17:30, accessible via the Watchman’s entrance. Speeches will occur at 18:00 and then guests will find their own way to IWAB site.  HJ to share info on 4 x volunteers assigned to partner reception as requested by Liz Draper. | HJ |
| **10. MEDIA** |  |
| CC confirmed there will be a 4 Hour live radio broadcast from the BBC and photographer positions have been established: media trucks will be situated opposite Thieving Harry’s.  MM to share photographer positions with ZB  CC to speak to HPSS about media platform infrastructure  ZB to add this to the EMP | MM  CC  ZB |
| **11. TALENT** |  |
| SH confirmed that the Shane Rhodes film will be captioned for every screen. A single timeline and video will be coded on 22/12/2016.  CC confirmed Linda will be located on the wooden pier. CC to speak to HPSS to arrange a riser and some lighting. SH to liaise with Chris re: comms surrounding Linda and update as necessary.  CC – clarity needed regarding VT/audio playback  ZB – sound and video control will all come via HPSS from wooden pier. Sending sound and video feed out to 5 x screens. | SH |
| **12. PRODUCTION SCHEDULE** |  |
| Key timings - 01/01/2017:  09:00 – Closure of Minerva, Nelson and Pier Street 31/12/2016  16:00 - Stewarding and volunteer briefing  18:00 - Graphics and low level music begin  21:30 – 22:00 - Site cleared  01:00 - Minimal load-out  HJ requested adding first wave of volunteer arrivals at 14:30 to production schedule. ZS to add.  MM to share production schedule and ZS contact number with Hull 2017 team | ZS  MM |