Technical Delivery Meeting 23.08.17

Attending: Sara, Lily, Becky

Studio as a break space for both teams

\*Check how many walkie-talkies FoH have to use during install

All techs wearing accreditation and have to sign in on arrival

\*Steve to send copy of the contractor form they have to sign on arrival

Loading bay access sheet – dates and times that things are coming in/going out

\*Steve to send through vehicle restrictions for loading bay i.e. height, weight

\*Steve to talk to techs about gallery loading restrictions

Use penelock from G4 to soundproof Rosalind’s room in G7. \*Sara to get in touch with DK and tell them the sizes of the wall. \*Sara send drawing pack through to Steve

\*Steve to send through price for wall for 10. Installed on 7th.

Collection from CC come down on Monday. Installing Centre Court bureau and collection on Tuesday/Wednesday out of hours.

\*Chase curators again on final CC collection

Space behind gallery 8 for crates

\*SB to flesh out install schedule and share as a draft

\*Put Steve in touch with Crown contact

Steve to confirm with Sara about MP doing scrim

\*Jochen travel

Budget – penelock delivery, volunteer badges and thank you drinks, DKA extra hours