**Turner Prize Events Meeting 22.08.17**

Maxine, Cheryl, Chris, Liz D, Shaun, Haley, Chris C, Sara, Jenny

**25th September**

Ferens closed to the public. TP galleries closed for install after 11th when Ferens reopens.

Press Preview 10:30-1pm – refreshments, curator led tour

Afternoon to prepare for evening event

Tate Patrons Tour 5-6pm

Preview 6-9, speeches 7:15pm

\*Maria or Alex? To confirm. Leader of council and Rosie.

780 capacity.

2 café, 1 G4 TVs – or just audio?

No food or drink allowed in 4 because of the Bacon. Flagging that we could have a problem with G5 because of the high value of loans

Ferens had specific bar stations, G5 and Studio Foyer for their re-opening.

Studio – standing 200. Speeches go in there. Introduction when people come in as to what time the speeches are.

G2 is fine for food and drink, could have a screen and speech overflow in there.

No bar in the artists galleries. Café and G2 for drinks stations. Possible station in the foyer.

Need plenty of catering staff to collect empty glasses.

Cloakroom – raffle tickets and volunteers.

Volunteers stationed on Andrea’s tables permanently during opening

Venue catering and staff, furniture – Vicky \*SB to share costs, sample menu with KF. No porterage charge.

Off the premises to smoke. One out, one in – how do we manage this?\*

4 TP Supervisors to be on capacity of TP galleries, clicking in and out

\*Check how many vols per training sesh – max 200

15 Ferens FoH on shift, catering staff, volunteers

\*Chase Simon on 20 names for invites

Check in – both sides of foyer – 8 staff max to spot/check in. Tate and partnerships.

\*Ipads from Digital. Take call on ipad/marquee closer when we have a final number

\*LM set up meeting after 4th Sept invite deadline once we have a better ideas of numbers

Will have general flow anyway from staggered arrivals

Be ready for press Friday before in case some come over the weekend

We will have some stewarding outside, a couple of people. Police advised to not do bag searches as it is a private event and invite only.

Confirmation email – don’t bring a large bag.

Small stage in studio for speeches? Savilles.

First Aid provisions – Haley might not have any people.

Savilles know the venue – used them before for tech.

Matt Lund – Ferens AV tech.