**FIREWORKS COORDINATION MEETING  
21/10/2016**

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| **POINT** | **ACTION** |
| **1. INTRODUCTIONS** |  |
| **2.EVENT AND SITE OVERVIEW** |  |
| VIEWING AREAS  MM confirmed 2 viewing areas  Area A – Spencer site  Area B – Nelson street (Sesh/Freedom area)  Accessible viewing – 30 wheelchairs by statue  Overflow wheelchair area with seating and audio description by Minerva pub  MM confirmed only crew will be allowed on the Pier  ZB confirmed 4 positions for screens |  |
| ACCESS  Wheelchair users to go through ticket gates by C4DI  Blue badge parking at C4DI car park – 25 spaces total  MM to confirm alternative space, potentially the nearby multi-storey car park  SH and CC suggested parking at Cerrutis and Butler Whites, although this is private land.  ZB said car parks can be marshalled.  ZB to put stewards in The Deep car park. | MM  ZB |
| TICKET GATES  MM confirmed location of 4 ticket gates (corner of Wellington Street West, Railway street, Queen Street/Corner of C4DI, Green Bricks Pub)  30 scanners in total  MM to speak with DW and work out ticket lanes  ZB to check lighting levels – egress routes  ZB confirmed gates are opening at 6.30pm (earliest will be 6pm)  CC to discuss whether the site will be closed down before 6pm  ZB to explore whether site can be closed from 12pm. | MM/DW  ZB  ZB |
| FACILITIES  ZB confirmed there is a First Aid response team for each zone  ZB confirmed use of existing toilets on Nelson Street and confirmed additional units between both Spencer Street buildings.  CC suggested dropping total to 50 toilets instead of 70. Duration of the event is short and this will save money. CC to speak to MM/ZB | CC/MM/ZB |
| CONCESSIONS  MM confirmed there is no need to apply for a licence to sell alcohol. Minerva will be open at 5pm. CC to ask Lee (landlord) to open Minerva at 6.30pm for crowd control purposes, as opposed to 4pm.  MM confirmed Cerrutis, Gelato, Thieving Harry’s, Butler White’s and Tasty will be open.  Area A – no concessions currently. CC asked whether we should consider concessions so it’s fair in each viewing area. SH suggested container bars as those at Freedom Festival were great.  Comms need to know if audience can bring food/drink into the area.  T&Cs need to be decided by 25/10  LM/DW to add T&Cs to tickets, website and dressing at ticket gates | CC/MM  BM  LM/DW |
| TIMINGS  SH to work out what time music will commence. SH confirmed there will be a minute countdown to fireworks.  SH confirmed there will be screen content throughout display to accompany music – 2 commissioned films – 23 minutes long combined. SH confirmed Linda (Bonny boat) to DJ leading into 10 minute film  ZB suggested post-show slow-down information on screens at egress points SH/ZB to discuss.  CC asked where to situate Linda. SH to discuss. Currently have no live camera relay in the spec. ZB to cost it.  SH suggested video relay live from Bonny Boat.  MM to discuss with comms about interviewing her pre-event.  JH to confirm use of Fruit as Staff area during/after event. CC and JH to speak to MG and confirm details. | SH  SH  SH/ZB  SH/ZB  MM/BM  JH/CC |
| **3. TICKETING** |  |
| CC confirmed there will be two waves of tickets:  02/11 – 05/11 one weekday and one weekend  Libraries will be open / Pay postage / print-at-home  JM to target access groups | JM |
| **4. RESIDENT AND BUSINESS NOTIFICATION** |  |
| MM confirmed notification will occur w/c 26/11 | MM |
| **5. PUBLIC TRANSPORT UPDATE** |  |
| CC to confirm bus companies on Monday 24/10 ahead of ticket release 26/10  **TBC** - Buses will be operating from Hull Interchange; Stagecoach will be running buses on demand and EYMS will do a Friday night services  Black cabs and private services will be out in force | CC/MM |
| **6. MARKETING** |  |
| LM to circulate the media plan for Fireworks & Made In Hull | LM |
| **7. EVENT DRESSING AND BRANDING** |  |
| LM confirmed dressing on ticket gates will be minimal and won’t be necessary anywhere else.  ZB to confirm lighting in order to maximise dressing that will be seen by crowd.  On-screen in the primary concern and T&C’s on ticket gates.  Lost children/first aid/toilets require signage.  LM to join site walk to BM, ZB and MM. MM to arrange | LM  ZB  ZB  MM |
| **8. COMMS** |  |
| BM confirmed Local BBC, ITV and Radio will attend. Use of live audio feed or pre-recorded soundtrack currently in discussion.  SH confirmed Fireworks sounds track is being broadcast on the BBC.  CC suggested best Satellite position is over St Stephens.  BM asked when comms can walk round the site looking for media positions.  Can this tie in with first week of December whilst recceing for Made in Hull? Media Truck Access required. MM/ZB to arrange  BM to pull together Q&A and decide who respond from Team Inbox.  ZB/CC/MM to circulate production information to BM for comms. | BM  BM  CC/ZB/MM |
| **9. ACCREDITATION** |  |
| MM to confirm | MM |
| **10. PARTNER RECEPTION** |  |
| LD looking at using 1884 as Partner reception venue after Made In Hull tour with MG. JH confirmed Made in Hull switch on will commence at 4.30pm.  Spencer’s VIP area has been decided against due to limited capacity  LD confirmed allocation of 2000 tickets for partners  JH asked if security is required for Partner reception. LD to discuss.  MM mentioned that if the ticket gates open at 6.30pm, there may be a delay on entry for partners. LD to consider reception times.  LD to speak to DW about ticket types for partners.  ZB to confirm if there will be an additional Ingress route for Partners  LD to confirm partner venue. | LD  LD  LD/DW  ZB  LD |
| **11. VOLUNTEERING** |  |
| MM confirmed 150 volunteers across the site –  80 on the gates  30 on wayfinding and meet & greet  10 on accessible areas (5 volunteers on each)  30 roaming ushers  LD may need additional volunteers. LD to confirm. | LD |