**01/11/2017**

**Turner Prize Events Meeting**

Katy Fuller, Jenny Hutt, Lily Mellor, Mike Berriman, Rebecca Clark, Ben McKnight, Chris Clay

1. **GUESTLIST**
	1. **RSVP Responses**
	34 Yes RSVP on 01/11/17
	After party info and dietary requirements have been included in e-mails
	JH to send invites to DCMS panel and filter into seating plan
	JH to chase Jacqui Gay for names of 10 x invites
	RC to distribute SLT invites
	JH to add guest list into Sharepoint (locked)
	2. **Guest Accreditation / Wristbands**Wristband to say “Turner Prize 2017 Award Ceremony”
	Black deboss with gold infill / Black deboss with no infill

1. **PRESS**
* JH/BM to clarify Bolton & Quinn invite list – send PDF invite to targeted critics and correspondents
* LM to arrange with space in Ferens forFront Row - 28/29 November
* 4 x artists to be briefed on 05/12/2017 prior to the announcement. Brief to be sent in advance as well as briefed on the day
**BM to arrange B&Q to do this / LM to contact artists about schedule**
* Press file from 15:00 – 19:30 in Live Art Studio – who are the privileged few who know the winner? **BM to confirm**
* Location TBC for briefing media - likely to be Ferens
**BM to confirm time and who is briefing them**
* KF agreed pitching Martin Green and Cosey Fanni Tutti to BBC for interviews - awaiting RSVPs - **BM to liaise with B&Q for other Art world interviewees**
* MB confirmed press are filing in Trinity Square café from 18:00 for no cost (cover costs of coffee) **MB to test Wi-Fi**
* Goldie – any expectation from Press?BM to clarify
1. **PRODUCTION**
* Overview schedule is now in Sharepoint – **all to feed into it**
* JH to chase Eimear and John about BBC production details – trucks for road closures – **JH also to request this from Saunts**
* CC to chase up Durham / HPSS
* JH to send centrepiece brief to JZ Flowers – **LM to share contact**
* LM/JH to discuss name places and seating plan design – list table number next to guest names on guest list
* LM to speak to Laura Smith about the name places to tie in with the invite design
* JH to look at areas in Minster for volunteer break out area / Cry room for artists / storing kit for 28 x crew
1. **CATERING**

JH to meet Saunts and go through menu
JH to confirm wine order with Saunts once menu is confirmed

1. **AFTER PARTY**Steve Cobby to DJ after party in addition to Minster
2 x DJ spec booked out from HPSS for both locations
RC to complete a TEN for HSG – 11:00 – 02:00
JH to confirm and book SIA for Ferens / Minster / HSG
2. **BUDGET**
JH/CC/LM to meet to go over budget on 02/11/2017
3. **CONTRACTS**
Steve Cobby
Goldie
Durham Marenghi
Portaloos
JZ Flowers

Minster, venue agreement needed?
Tate / BBC

*Framework Agreement addendums:*
Saunts
HPSS
First Aid
Security
Traffic Management (tbc)

1. **AOB**
LM to arrange 2 x BBC Academy as runners at Ferens
RC to inform Lorrie that Steve Cobby will be DJ’ing Ceremony

JH/LM to get costs for Turner Prize T-Shirts for Minster volunteers, staff and crew