**Paper City**

Action Note Meeting 12 December 2016

Emily Axton, G.F. Smith

Isabella Schoepfer, Made Thought

Hazel Colquhoun, Hull 2017

1. **Creatives –**

Agreed 8 commissions, 4 creatives in place – Richard Woods, Bethan Laura Wood, Lazerian and Made Thought.

**HC/AK** to secure the remaining 4 from the list, aim to do this before Christmas

**HC/AK** to send final version of brief for agreement to Emily. Note we have agreed material offered should be sheets not rolls of paper (but can be flexible)

**Isabella** to send dimensions of sheets for inclusion in brief

**HC/AK** to draft contract and send through to Emily for info

**NB** need to make connection with Craig Oldham

1. **Invitation –**

**Made Thought/ G.F. Smith** to design and create the invitation for the creatives, to include a sample booklet of the paper, by end first week Jan. Phil/John to sign

1. **Site visit**

Aim for last week of Jan, first week of Feb for visit to Hull (avoiding 3rd Feb)

**Emily** to check diaries etc and suggest some dates

1. **Proposals**

Should be created by end of March

Note sites might include outside as well as inside, need to consider options to allow works to survive outside for 10 days

1. **World’s Favourite Colour**

Viewpoint Magazine article has been published

Website is live but needing some amends

Official launch Jan 3rd, some social media trailing from Boxing Day

From Feb onwards, Hull 2017 will begin to promote

Colour selected by end March, to allow time for roll to be produced

1. **Meetings/Milestones**

Set up with Ben’s diary, need to check who from GFSmith is involved, meetings in both Hull and London - **Isabella/Emily**