**Minutes: Producing Project team meeting: 09.03.2017**

**Slung Low: Flood**

**Present: Martin Green (MG), Lindsey Alvis (LA), Gareth Hughes (GH), David Watson (DW), Martin Atkinson (MA)**

**Actions in bold.**

Tabled Risk Register & Roles & Responsibilities to be reviewed.

* Volunteer conversation: need to address with Slung Low.
  + **GH has drawn up points of where volunteers should be distributed and conversation needs to start with HJ in order to see what numbers we might need.**
* Ask Harriet about site volunteer numbers. MA to sit with Harriet.
  + **MA has requested meeting, HJ just clearing her desk from WOW.**
* Rachel needs to assist with wayfinding. Appoint to make signs, etc.
  + **Meeting with RC and GH has been arranged for Tuesday afternoon to locate suitable signage points.**
* **Review risk register numbers following the meeting.**
* Car parking: engage Prestige.
  + **GH has connected with Prestige, and has taken communication from The Deep to arrange parking.**
* Things have been forgotten, we need to interrogate site management further.
  + **Gareth to interrogate that and put plans in place.**
* Use judgement on what isn’t being achieved.
  + **GH with site plans to determine this.**
* Car Parking message: the reason why we tell people to not drive is because we want to be a green event. If you must drive, here is the car park. Please do not park anywhere else, as this is a disturbance to residents.
  + **David to send out messaging around public transport and getting to site.**
* We are there to help fill the gaps in terms of what hasn’t been provided.
* As SL are lead producing the event, Hull 2017 team do not need to be on radios. However, clear lines of communication to be in place for the event should anything arise.
* Hull 2017 do a crisis comms plan. Comes down more to cancellation weather.
  + **Ben and Lindsey to take this forward and establish what kind of weather stops this show**?
* Show Reports: Slung Low responsibility, to be circulated to full project team for review.
  + **Gareth to keep checking in with them when he can and remind them of this.**
* **MA to check with Harriet that she is happy with volunteers treatment of performers and how we manage the site vols.**
* Hull 2017 to be kept informed on SL communication with residents. **Martin to speak to Al.**
* Wheelchair use:
  + **Gareth to look at site and the placing of this. Find out how many wheelchair users planning to attend.**
* **MA and GH to liaise with vols.**
* **MA: wayfinding, vols, FAQs to box office.**