**Epicycle 02.08.17**

**Attending: Lily, Hannah, Katy, Michael, Michelle, Rachel, Adam (by phone)**

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| **To Do** | **Lead** | **Notes** |
| Book in Van advert | Rachel |  |
| Look at ‘circus’ email sign ups and proposal for a more targeted email | Michelle |  |
| Widen social media capture zone to the Aves (Friday) | Michelle |  |
| Site Dressing Plan | Rachel |  |

**Marketing**

* Rachel to organise a van advert for either Wednesday or Sunday when Walton St Market is on. Will drive round the area for 8 hours.
* Could target KCom and partners
* Site dressing plan to come from Rachel – Rachel on a site visit tomorrow AM to look at tree trunks/gates for site rules. Normal branded banners on fencing. To go up Friday and de-rig on Monday.
* Get flags and look at them on site – 1x toilets – Security can bring them in overnight.

**Digital**

* Michelle to look in to how many people have signed up to the ‘Circus’ email category and look at doing a more targeted email
* Event page is live – around 3,500 unique page views
* Widen social media capture zone to the avenues on Friday, to be reviewed on Monday
* Tues/Weds we go wider with social media, photos from the build, on main feed

**Production**

* Andrew Wilson on leave until Friday so no updates about the paths
* First Aid to go next to accessible parking so they can get straight out
* Parking signage is in Adam’s budget