**Turner Prize Events Meeting**

17/10/2017

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

1. **Guest list**
* Tate
JH to confirm 50 spaces including staff
* Hull 2017
KF went through the list with FH and MG:
MG confirmed 1 x table for HCC
FG happy with partner list
* Artists
Leave back-ups of the first wave and add to second wave
JH to confirm with LM
* Goldie
Goldie + 3. KF to pick this up and do something with Spray Creative?
* Press
Local correspondents tbc by BM – do they stand?
Seat critics – seat correspondents? BM to confirm
BM confirmed a press table assigned
JH asked if critics are set together?

Photographers – key agency ones. These don’t need to sit.

1. **Invitation schedule**

RC to check with LS that Tate invites are going direct to them

1. **Staff Roles**
* Minster – Stage Manager / Wrangling
Haith, Siana-mae, Laura Beddows, Hannah Williams Walton, Rachael Booth, Claire Drury, Liz Draper, Liz Neal, Tare
* Ferens – Identify who needs to be there
Someone from Tate, Hull 2017 press team, Production Manager.
Rachael Booth?
1. **Production Milestones**
* Lighting

CC to speak to Durham (MG specified Tim Lutkin)

* DressingNot too much dressing required in Minster, only lighting
Stage and branding
Design lectern for this event? Option to rebrand Hull 2017 lectern
No Christmas tree (or move tree to café area)
* AV/Sound
JH to flag lighting with HPSS, although Durham is very specific about his kit
Big screens
Camera platform for the BBC

Number of screens tbc

* Schedule
BBC get-in to be confirmed – CC prefer rigging/camera tests day before

Ferens.
CC to confirm production manager availability from Ferens side
JH to confirm with Vicky Knightwaller to managed drinks at Ferens

* Road Closures 4/5 December
CC to speak to Graham Lownsborough and circulate resident notifications
1. **KEY DEADLINES** 02/11/2017 – confirm who will attend the meeting with Tate/BBC

20/10/2017 - BBC 6 Music LM to chase