**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