**Land of Green Ginger**

**Act I: 7 Alleys Debrief 11 May 2017 1pm Boardroom, Pacific Exchange**

**Present:** Katy, Elizabeth, Maddie, Chrissie, Lou, Gareth, Adam, Heba, Tom

**External Debrief**

Facilitated by Tom Brennan

**Internal Debrief**

1) Artistic Content

                - Narrative

                - Overall show design

                - Performance

                - Engagement

2) Event Management

                - Staffing (stewards & security, volunteers, core team)

                - Audience Management

                - Health and safety

                - Onsite Comms

                - Show Reporting

3) Production

4) Access

5) Monitoring & Evaluation

6) Marketing and Comms

                - Preliminary Activity

                - During event (including crisis comms, press, etc.)

                - Documentation

7) AOB

**Weekly Catch-Up**

Periplum - Documentation plans

Joshua - detailed heralding plan, crates, marcomms, other updates

Lone Twin - heralding, marcomms, other updates

Season Brochure Image

M&E Crates/collection method brief