**6 January 2017: Slung Low Meeting at Slung Low’s House: Victoria Dock**

**Present: Joanna R, Lindsey A, Martin A**

* Project documentation - Contact sheet, insurance certificates, RAMS, all project docs and updated schedule to be added to dropbox.
* Detailed staffing list required
* Risk register
* 3rd payment will be available when we receive performance/rehearsal schedule.
* Volunteering.
* Ticketing – Talk through pricing, free tickets, capacity etc
* PR – How to manage PR angles
* FOH – Can we help with this following recent outdoor events and learnings?
* ESAG – Send docs to Gareth for next week and table at meeting on 9 Feb: They need to have draft EMP. Add ESAG to schedule.

**Minutes:**

* Lindsey sent the lines of communication that Slung Low have sent to Ben and the PR team.
* Comms to external funders/parties: Lindsey is the main point of contact with BBC.
* Match up budgets from The Space to the amount they are giving. Budgets matched up LA to send JR the final version of The Space budget.
* MA to interrogate the sharing of office 365 project folder that we can all work from.
* Joanna to lead The Space relationship. The meeting in January will confirm all of these relationships from both sides.
* Lindsey A to lead relationship with BBC from Hull 2017.
* The project is greenlit and BBC have all of the information.
* Put Alan into all emails as well as Joanna. Hull 2017 to cc in Producers and APs also.
* Sally, Associate Director will play a major role with participation and vols. Joanna will submit all information though.
* Joanna to send over Insurance certificates and PL.
* Joanna to include updated schedule in Dropbox folder.
* MA to send reports from artifax to Joanna once we see schedule.
* Ask the digital team to change dates from end of Feb, rather than every day. Sit down with digital and find out how they want to represent the project on the website.
* MA sent timeline to Joanna for post cards to be made.
* 350 to be sold. 100 to be given away. Full capacity would be 450. However, we expect 400 because of drop off of free tickets and some paid tickets.
* How do we communicate giving some tickets away vs tickets being paid for? Need to establish the right language for tickets given out.
* Do we include booking/box office/cc fee wrapped up in the fee? Or do we add this on to the face value of the ticket price? We add on booking fee as per usual.
* Standard questions are asked: can we bring chairs? FAQs should go on to the page. Reminder email the week before and the day before the performance. Is this a Hull Box Office thing or do we send that thing separately?
* Accessible performances.
* JR to double check if James has a writer royalty?
* AD certainly once – the tablet captioning seems appropriate.
* Have a chat with Hannah about captioning. We want to do captioning and AD – captioning either or tablet or phone.
* An area will be designated for wheelchair users. We want to know this in advance, and how many spaces required. Wheelchair spaces offered every night.
* We want to encourage people to park at The Deep – need to action this further.
* We need to arrange blue badge parking. Needs spaces.
* Possibly community centre for blue bade parking.
* Gareth/MA to talk to The Deep about parking for both live shows.
* Disability awareness week in March is a time that we want to promote the access elements of this performance.
* Find out if the Hub is available and the costs incurred. MA to follow that up.
* Merch: can we sell it on site. Selling hats, jumpers, etc. For warmth as well.
* Get the tender list of catering suppliers. Ask Gareth, MA to chase.
* Publish a script. They’d like to sell this at Part 4.
* Risk Register: JR started but getting it complete asap.
* Caravan will be parked up at Victoria Dock as an office as a visual identifier.
* JR to link up with Gareth for info he needs.
* How do we deal with returns for Box Office? No returns is our usual policy – how are we staffing the ticket zapping? Is it vols? Is it just a list of names?
* JR is going to establish a process for residents on booking.
* Trying to use the toilets at village hall for the live shows. Checking how many they have and whether they have disabled toilets. Need to order the right amount and size toilets for disabled audience if toilets are required.
* Hull Fair: just good to be aware of. We do have Blast Theory doing something at Hull Fair, but our communications will be to steer industry people to Slung Low on Press Night and then we’ll drive other industry bods to Blast Theory on a separate night.
* MA to receive information from JR about helicopter operator.