**Turner Prize Events meeting**

13.09.217

Ferens Art Gallery

Katy Fuller, Jenny Hutt, Ben McKnight, Mike Berriman, Lily Mellor, Rebecca Clark, Liz Draper, Sara Black

* **Sunday 24/09**  
  BBC/Will Gompertz - Ben asks that Ferens stays open until 5pm, with all galleries open for flexibility. Lily to check that George is available. Ben and Mike to be available.
* **Monday 25/09 – Press**  
  BBC breakfast from the gallery TBC. Ben to confirm access times to the building for this – needed from 5am. BBC would need a satellite vehicle located in the loading bay/nearby as it involves cabling into the building. Katy highlighted there are limited key-holders and staff availability. Ben to flag with Ferens team the BBC requirements.  
    
  Ben/Mike to send through full list of everyone for press registration.   
    
  Anna Marshall/Mike to greet and register press AM at Ferens. Lily to direct them to the café. Ben/Jenny confirmed no PA is required for press in the morning.  
     
  Ben to circulate details for the schedule for ITV calendar and Look North live from preview at 18:30 – 19:00.  
     
  Leader of council confirmed. He will need scripting. Ben to liaise.  
     
  Ben to ask HCC press team if they want to go to preview.  
    
  Wi-Fi in café – Ben to speak to David.
* **Monday 25/09 – Catering**  
  Jenny confirmed food can circulate, to confirm trestle tables and cloths for the food with HCC.   
  Lily confirmed guests can drink in galleries, excluding G4. Lily to confirm drinking near Hurvin’s piece in G5.  
   After party at Humber Street - quote for 150 people with a glass of prosecco on arrival. Lily to chase Danny.
* **Updates**  
  Guest list approx. 420. Lily to check Lord Mayor (John Hewitt) has been invited - Speak to Karen Park.  
   Partnerships - Third party events, 4 have been booked in (potentially 7) - no AM events booked in so far.
* **Roles and responsibilities list – team to feedback to Jenny/Becca**  
  Lily to ask Colin from volunteering, Liz to supply FOH/guest list team