**Events Meeting 02.08.17**

**Attending: Lily, Sara, Katy, Chris, Jenny, Liz Neal**

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| **To Do** | **Lead** | **Notes** |
| Send artists’ gallery contacts to Liz/Jenny for them to contact about booking accommodation | Sara |  |
| Push HCAL caterers back on corkage charge so we can bring our own wine to the Opening | Sara |  |
| Set up Ferens site visit with HPSS for opening | Jenny |  |
| Decision about who from the council speaks at the opening | Jenny/Katy to ask Martin |  |
| Door security for the opening, quotes/booking | Jenny |  |
| Check Hull 2017 hangers or quotes for hiring them in | Jenny |  |
| Find out Goldie’s fee and if he has an entourage/rider | Sara |  |
| Look in to Awards Event planners – Hopper? | Sara/Jenny |  |

**Accommodation**

Opening

Apartments for the following;

11th sept – 15th Sept Jochen, Peace Library x1bed

11th sept – 25th Alanna (Andrea) x1bed

18th - 26th Rosalind x2bed

17th – 26th Hurvin x2bed

11th – 26th Lubaina x1 1 beds and Mat x1 1bed

- Artist’s Galleries and Sacha to come through us and Sacha

Tate patrons get sent the list earlier to have first pick

Awards

We look after Goldie, need to book him a hotel room – could put him in the Hilton if it is open

**Invites**

Link sent to the invitees, with disclaimer saying they need to book accommodation soon

Separate guest list for afterparty (if there is one) and therefore separate email invites and RSVPs.

Hull 2017 to host a separate event for partners, if possible. Katy to confirm once decisions with HCAL have been made.

**Opening**

**18:00 – 21:00, speeches at 19:00**

We have to use Ferens caterers but may be able to use our wine. Sara to push back on corkage charge.

One Tate person assigned to help us on the door – Jenny and Liz to sign people in. One table either side of the door with paper tick off. **No volunteers** on the guest list tables.

Shop will be open to buy catalogues but won’t give them to everyone for free. We could give them branded folders with map of hull, season 4 brochure, etc. and some merchandise, depending on what it ends up being.

Volunteers on cloakrooms, cloakroom in the Live Art Space. Volunteering might have some hangers, or we can look at hiring them in.

Agreed that we need to hire Security for the door

Classy signage and volunteers saying please don’t take drink in to certain galleries. Tables are an option if necessary, a few by each of their doors.

Speeches

* Jenny to speak to Johnny (HPSS) to do a site visit
* Where will the speeches be? the studio or the centre court?
* Who will speak? – Martin/Rosie, Alex F, Council Leader?

**Awards**

* Sit down dinner format has been agreed
* Currently on at 10pm still. BBC coming to do a recce soon.
* Saunts have a business dinner the day after, that company will pay for the set up of catering, tables, etc.
* We need to do a site visit when the scaffolding is out – LM to set up
* Need to look at event planning and design before we get to the tech, HPSS need the guidance. Hopper suggested by Chris Clay as possible designers
* Sent a brief out to three companies and see what they come back with. Goes out in 2 weeks time after scaffolding down, responses by end of Aug
* 1418 NOW might be changing dates - TBC