Turner Prize Award Ceremony – Catering

26/10/2017

Katy Fuller, Jenny Hutt, Chris Clay, Rebecca Clark, Lesley Mercer (Saunts Catering)

* **Ferens**
LM suggested putting a seating plan at Ferens gallery as well as the Minster

CC suggested giving guests their table number when collecting wristband at Ferens

* **Schedule**

19:45 - Martin’s speech will encourage guests to sit

19:50 - Serve cold starter after Martin’s speech
Continue service until 21:30 when BBC goes live

CC to confirm production schedule with LM for Saunts get-in

* **Food**
* JH to add request for dietary requirements into RSVP e-mails
* LM to send menus, inc. cold starters to JH
* JH to send LM choices w/c 06/11/2017 (LM away w/c 30/10/2017)
* LM confirmed 1 member of staff per table, kitchen has been split in 2 for speed
* LM suggested coffee cups on the table from the beginning of the evening
* Cold dessert and coffee served during pre-records (before 21:40)
* Saunts are leaving infrastructure at the Minster for events on following nights, no get-out required
* LM confirmed dinner can be themed e.g. Contemporary Yorkshire
* **Drink**
JH to confirm glass of prosecco on arrival at Minster

JH confirmed HoT are supplying Hull 2017 wine - JH to confirm wine order with LM
JH to arrange HoT removal of leftover wine from Minster 06/12/2017
LM to arrange glasses

* **Budget**
LM estimated £45.00 - £50.00 per head
Supplier meals cost £10.00 per head
* **Seating plan**
LM suggested using 5ft 6” round tables – max 10 people around this size table
CC to speak to Jane about table plans
1 x particular table needing 12 people, can fit in a 6ft table if necessary
JH to inform LM about seating plan / number of tables / guests per table

**Deadline for total number of guest and supplier meals to be sent to LM by Thursday 30th November**