

THURSDAY 16 NOVEMBER						
TIME	ACTIVITY	LOCATION	SUPPLIER	CONTACT	STAFF REQUIRED	NOTES
08:30	Furniture Delivery	Loading Bay	Event Prop Hire		IAN, CLAIRE, LILY, BECCA JAMES, BILLY	Delivery arrange for between 08:30 and 09:30
08:30	Return // Live get-in	Loading Bay - G11	HPSS	Claire Drury	CLAIRE	Set up until 10:00
09:00	Return // Live get-in 2 x sofas, 2 x tables, 4 x armchairs, bar	G11	Event Prop Hire		IAN, CLAIRE, LILY, BECCA JAMES, BILLY	Stored in Live Art Studio
08:30	Fandangoekid 23 x boards moved and stored	Café	Fandangoekid	Annie	IAN, CLAIRE, LILY, BECCA JAMES, BILLY	Corner of café, 2 x trestles set aside
09:00	Lights turned off/on in position	G11	Ferens Art Gallery	Matt Lund	MATT	
FERENS OPENS TO THE PUBLIC						
11:00	Test FEEST velvet	G2			CLAIRE, LILY, BECCA	
12:00						
13:00						
13:45	1 x SIA arrive and briefed	Ferens	Showsec	Mark Norbury	BECCA	Stationed at Ferens Entrance for MMATBB
14:00	Meet me at the Blue Box Get-in	Outside Entrance	Hack & Host	Rachel Elm	BECCA	5 x hi-vis required for staff moving box
14:00	Open tab in Ferens café for MMATB and Security	Café	HCAL	Claire Drury	CLAIRE	Welfare for staff working outdoors
14:00	1 x SIA position	Outside Entrance	Showsec	Mark Norbury	BECCA	Second SIA to join at 17:30
14:00	1 x First Aider arrive	Ground floor staff room	North East Medical	Chris Bilton	BECCA	1 x First Aider available on radio
15:00	Between Competition and Care get-in	Live Art Studio	HPSS	Hugh Jones	LILY	4 x lapel mics Ferens - Bleachers and chairs for 150 people 4 x Hull 2017 armchairs, 1 x table for speakers
15:00	Return // FEEST furniture get-in	G2	Anna Bean / Future Ferens	Anna Bean	IAN, LILY, CLAIRE, BECCA	Tables, table cloth, artwork
15:00	Bands arrive	G11 / Education Room		Ellie	MEL, ELLIE	Green Room - volunteer briefing room Ellie to distribute accreditation to bands
15:00	Close G11 to the public	G11		Claire Drury	CLAIRE, LILY, BECCA	Signage to be put up
16:00	G11 AV get-in	G11	HPSS	Hugh Jones	MEL, ELLIE	AV for 3 x bands
16:15	Soundcheck - Kev La Kat	G11	HPSS	Hugh Jones	MEL, ELLIE	30 minutes
16:30	Volunteer Briefing	Ferens Education Room		TP Supervisors	4 x TP Supervisors	TP supervisors to be briefed in advance by LM
16:30	Greasy Fingers get-in	G2	Greasy Fingers	Phil	ANDREA	Andrea to help Phil move gear
17:00	Soundcheck - POLO	G11	HPSS	Hugh Jones	MEL, ELLIE	30 minutes
17:30	1 x SIA arrive in position	Outside Entrance	Showsec	Mark Norbury	BECCA	
17:30	VOLUNTEERS SHIFT BEGINS				4 x TP Supervisors	34 x volunteers on shift
17:30	Curators to brief Ben & Sarah	TBC		George Vasey Sach Craddock	LILY	
17:45	Soundcheck - My Pleasure	G11	HPSS	Hugh Jones	MEL, ELLIE	30 minutes
EVENT BEGINS						
18:00	ITV Calendar filming live	Ferens		Mike Berriman	MIKE, LILY	Bee Lady guest appearance
18:00	FINE CUT LIVE	G3	Greasy Fingers	Phil	ANDREA	Claire, Becca floating, 2 x volunteers booking
18:00	FEEST LIVE	G2	Future Ferens	Anna Bean	IAN, JAMES	lan to be present for first hour
18:10	EXCHANGE TOUR # 1	Central Court		Kate Geneva	ANDREA	Claire, Becca floating
18:15	Live Art Studio opens				LILY, CHLOE	2 x volunteers
18:30	Get in Prosecco Bar	G11	HCAL	Vicky Knight-waller	CLAIRE, MEL, ELLIE	
18:30	BETWEEN COMPETITION AND CARE LIVE	Live Art Studio	Ben Borthwick Sarah Munro	George Vasey Sach Craddock	LILY, CHLOE	George Vasey, Sacha Craddock, Ben Borthwick, Sarah Munro
18:45	BITS OF THINGS #1	G5	Locus Dance	Jo Ashbridge	2 x volunteers	Claire, Becca floating
19:00	ITV Calendar leave	Ferens		Mike Berriman	MIKE	Claire, Becca floating
19:00	Prosecco Bar opens	G11			CLAIRE, MEL, ELLIE	2 x volunteers managing capacity
19:10	EXCHANGE TOUR # 2	Central Court		Kate Geneva	ANDREA	lan, Claire, Becca floating
19:15	BITS OF THINGS #2	G5	Locus Dance	Jo Ashbridge	2 x volunteers	lan, Claire, Becca floating
19:30	Between Competition and Care talk ends	Live Art Studio		George Vasey Sacha Craddock	LILY, CHLOE	2 x volunteers
19:40	Live Art Studio closes	Live Art Studio			LILY, CHLOE	2 x volunteers
19:40	Hull Independent Cinema get-in	Live Art Studio	Hull Independent Cinema	Jame, Carla	LILY	2 x volunteers
19:30	MY PLEASURE LIVE	G11	My Pleasure	Ellie Churchill	MEL, ELLIE	lan, Claire, Becca floating
19:45	BITS OF THINGS #3	G5	Locus Dance	Jo Ashbridge	2 x volunteers	lan, Claire, Becca floating
20:00	My Pleasure End	G11	My Pleasure	Ellie Churchill	MEL, ELLIE	lan, Claire, Becca floating
20:10	EXCHANGE TOUR # 3	Central Court		Kate Geneva	ANDREA	lan, Claire, Becca floating
20:15	BITS OF THINGS #4	G5	Locus Dance	Jo Ashbridge	2 x volunteers	lan, Claire, Becca floating
20:30	KEV LA KAT LIVE	G11	Key La Kat	Ellie Churchill	MEL, ELLIE	lan, Claire, Becca floating
20:25	Live art studio opens	Live Art Studio	Hull Independent Cinema	Ellie	LILY, 2 x volunteers	lan, Claire, Becca floating
20:30	RETURN // FILM BEGINS	Live Art Studio	Hull Independent Cinema	Ellie	LILY, 2 x volunteers	lan, Claire, Becca floating
20:45	BITS OF THINGS #5	G5	Locus Dance	Jo Ashbridge	2 x volunteers	lan, Claire, Becca floating
21:00	KEV LA KAT end	G11	Key La Kat	Ellie Churchill	MEL, ELLIE	lan, Claire floating
21:00	Meet me at the Blue Box Get-out	Outside Entrance	Hack & Host	Rachel Elm	BECCA	Humber Recovery vehicle stationed on Paragon Street. 5 x staff need hi-vis
21:10	EXCHANGE TOUR # 4	Central Court		Kate Geneva	ANDREA	lan, Claire floating
21:15	BITS OF THINGS #6	G5	Locus Dance	Jo Ashbridge	2 x volunteers	lan, Claire floating
21:30	POLO LIVE	G11	POLO	Ellie Churchill	MEL, ELLIE	lan, Claire floating
22:00	POLO end	G11	POLO	Ellie Churchill	MEL, ELLIE	lan, Claire floating
22:10	Return // Live cleared of guests	G11	POLO	Ellie Churchill	MEL, ELLIE, CLAIRE	2 x volunteers
EVENT ENDS, FERENS CLOSSES TO PUBLIC						
22:00	Get-out AV	G11	HPSS	Hugh Jones	CLAIRE, MEL, ELLIE	2 x HPSS Techs
22:00	Get-out Prosecco bar	G11	HCAL	Vicky Knight-waller	CLAIRE, MEL, ELLIE	
22:00	Get-out Return // FINE CUT	G3	Greasy Fingers	Phil	ANDREA	Chair and equip. walked back to barbers
22:00	Get-out Return // DISCUSSION	Café	Fandangoekid	Annie	IAN, JAMES, BECCA, LILY	Move to live art studio
22:00	First Aid stood down	Ferens staff room	North East Medical	Chris Bilton	BECCA	
22:15	Volunteer Shift ends	Ferens Education Room		TP Supervisors	4 x TP Supervisors	34 x volunteers on shift
22:30	2 x SIA stood down	Outside Entrance	Showsec	Mark Norbury	BECCA	
22:30	Get-out Return // FEEST	G2	Future Ferens	Anna Bean	IAN, JAMES, BECCA, LILY	Trestles returned to Live Art Studio
22:45	Get-out AV	Live Art Studio	HPSS	Hugh Jones	LILY	2 x HPSS Techs

FRIDAY 17 NOVEMBER						
TIME	ACTIVITY	LOCATION	SUPPLIER	CONTACT	STAFF REQUIRED	NOTES
08:30	Removal of furniture: 2 x sofas, 4 x armchairs, 2 x tables	G11	Event Prop Hire	Claire Drury	CLAIRE, IAN, LILY, BECCA	Furniture to be carried to loading bay
09:30	Collection of AV gear	Live Art Studio	HPSS	Hugh Jones	CLAIRE, IAN, LILY, BECCA	AV gear to be carried to loading bay
09:00	Collect 4 x coat rails, bar, 2 x ice buckets	Live Art Studio	Hull 2017	Rebecca Clark	CLAIRE, IAN, LILY, BECCA	Return to Staples
09:30	Collect 3 x PA, 4 x meeting room chairs, 2 x coffee tables, radios	Live Art Studio	Hull 2017	Rebecca Clark	CLAIRE, IAN, LILY, BECCA	Return to Pacific Exchange
10:30	Return QVS bollard keys to HCC events	Pacific Exchange	Hull City Council Events	Cheryl Ribbitt	BECCA	

CORE STAFF	CONTACT #
IAN READ	07894 322092
CLAIRE DRURY	07517 443964
LILY MELLOR	07740 557720
REBECCA CLARK	07732 184384
ANDREA DOLAN	07952 211585

TIME	STAFF
08:30 - 23:00	IAN, CLAIRE, LILY, BECCA
08:30 - 10:00	JAMES, BILLY
15:30 - 23:00	ELLIE, MEL
16:00 - 18:00	PIPPA, JAMES, BILLY
16:30 - 23:00	ANDREA