HEIGHT OF THE REEDS PRODUCTION DOC: INSTALL 2, PRODUCTION WEEK AND OPENING WEEKEND

Advancing Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email** | **Mobile** |
| Jo Nockels | Producer, Opera North | Jo.nockels@operanorth.co.uk | 07949 043575 |
| Jane Earnshaw | Production Manager, Opera North | MsJaneEarnshaw@gmail.com | 07896 318657 |
| Dominic Gray | Projects Director, Opera North | Dominic.gray@operanorth.co.uk | 07970 463175 |
| Kathryn Gasic | Projects Officer, Opera North | Kathryn.Gasic@operanorth.co.uk | 07534 937895 |
| Jamie Saye | Senior Technican, Opera North  | Jamie.Saye@operanorth.co.uk  | 07500007490 |

Production Crew

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email** | **Mobile** |
| Jo Nockels | Producer, Opera North | Jo.nockels@operanorth.co.uk | 07949 043575 |
| Jane Earnshaw | Production Manager, Opera North | MsJaneEarnshaw@gmail.com | 07896 318657 |
| Kathryn Gasic | Projects Officer, Opera North | Kathryn.Gasic@operanorth.co.uk | 07534 937895 |
| Jennifer Owen | Project Support, Opera North  | [Jennifer.Owen@operanorth.co.uk](file:///C%3A/Users/Jennifero/Desktop/Jennifer.Owen%40operanorth.co.uk) | 07534937898 |
| Jamie Saye | Senior Technican, Opera North  | Jamie.Saye@operanorth.co.uk  | 07500007490 |
| Tobias Melville | Carpenter  | Tobias.Melville@yahoo.com  | 07850353747 |
| Arnaud Mercier | System Engineer | [A.Mercier06@gmail.com](https://operanorth-my.sharepoint.com/personal/jennifer_owen_operanorth_co_uk/Documents/A.Mercier06%40gmail.com) | +33 6 60 17 27 15 |
| Dave Ardern | Crew | Davidardern@hotmail.com  | 07779100319 |
| Howard Bradley | Crew | howieb12@gmail.com | 07861 622940 |
| Rowland Thomas | Crew – Sunday only | Rowland.thomas@operanorth.co.uk | 07929 268124 |

**Cassie Contact Details - Load**

|  |  |
| --- | --- |
| **Name** | **Contact Number** |
| Gilbert Volney | 07947943191 |
| Dave Ardern | 07779100319 |
| Anthony Dickens | 07815013320 |
| Louis Kearny | 07740956095 |

Hull City of Culture Contact

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email** | **Mobile** |
| Martin Atkinson  | Assistant Producer | martin.atkinson@hull2017.co.uk | 07721754934 |

The Bridge

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email** | **Mobile** |
| John Williams | Humber Bridge | [John.Williams@humberbridge.co.uk](https://operanorth-my.sharepoint.com/personal/jennifer_owen_operanorth_co_uk/Documents/John.Williams%40humberbridge.co.uk) | 07802375163 |
| Sandy Beacock | Humber Bridge (Control Tower) | Sandy.beacock@humberbridge.co.uk | 07751 997769 |
| TOWER CONTROL | 24/7 MONITORING |  | 01482 350 566 |
| VHEY TIC | Box office cabin | Humberbridge.tic@eastriding.gov.uk | 01482 640 852 |

Artists

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email** | **Mobile** |
| Arve Henriksen | Composer | arve@arvehenriksen.no | 004670 7896961 |
| Jan Bang | Composer | janbang2@start.no | 004790 618126 |
| Eivind Aarset | Composer | eivaar@mac.com | 004792 018097 |
| Jez Riley French | Sound Recordist | tempjez@hotmail.com | 07474 659301 |

Sunday Girls Road Club

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email** | **Mobile** |
| Claire Champlin | Leader | [champlin118@gmail.com](https://operanorth-my.sharepoint.com/personal/jennifer_owen_operanorth_co_uk/Documents/champlin118%40gmail.com) | 07852518467 |
| Annes | Leader | chatz@chatz.karoo.co.uk | 07852439441 |

PRE-PRODUCTION AND PRODUCTION SCHEDULE OUTLINE

Performance

To create a sound piece by Arve Henriksen, Jan Bang and Eivind Aarset, to be listened to through headphones, that accompanies a pedestrian walking the Humber Bridge. The walk each way across the bridge is around 45 minutes, and thought should be given to how it unfolds across this span of time and space. The piece should be composed from original music, recordings of the Orchestra and Chorus of Opera North and ambient sound recordings of the bridge and potentially its environs.

The piece should respond to the bridge and its surroundings and transform the experience of walking across it and will consist of the following elements: creating and recording original music, writing and developing music for the orchestra and chorus as part of the piece, field-recordings by Hull-based field recordist Jez Riley French.

The key elements of the project are:

* A new piece of music, to be listened to through headphones, and controlled by trigger points accompanying timed departure groups of people making the walk.
* Additional elements for welcome and arrival during the opening weekend.
* A short film visually and sonically exploring some of the elements of the piece.

Production Transport

VAN 1: Extra-long wheel base Opera North Van 29th March – 2nd April PM -seats 3

VAN 2: Extra-long wheel base on hire from NL commercials 29th – 3rd April (afternoon) – KG emailed Sarah Jarvis 20/02

VAN 3: Luton with tail lift on hire from NL 29th - 3rd April (afternoon)

Both vans from NL are due to be dropped off at ON and returned from there but we can change this to stores if more suitable

Driven by Jamie, Dave, Jenny and Toby.

Jane’s Berlingo -seats 5

Accommodation

Rooms at Country Inn being refurbished and not open until June 2017. Did recommend Redcliffe B&B as alternative

NB Julia doesn't require any accommodation in Hull

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Who** | **Location**  | **Organised by**  |
| 27th Feb – 2nd March | Jane EarnshawArnaud Mercier | Premier InnFerriby RdHullHU13 0JA | Kathryn Gasic |
| 2nd March – 4th March | Arnaud Mercier |
| 19th March | Jo Nockels |
| 19th March – 25th March  | Arnaud Mercier |
| 19th March – 24th March | Jane Earnshaw. NB booking was done under same reservation as Arnaud's above, so we should get a refund when you check out early, but maybe mention this when you check out on the Friday... |
| 20th March – 22nd March | Eivind Aarset |
| 20th March – 23rd March | Jan Bang |
| 23rd March | Jo Nockels |
| 27th March | 4 rooms booked. CANCELLED 24/03 |
| 28th March | 4 rooms booked. CANCELLED 24/03 |
| 29th March | Jane EarnshawJo Nockels2 spare rooms CANCELLED 24/03 |  |
| 30th March  | Jane EarnshawJo NockelsKathryn GasicJamie SayeDavid Ardern 14 rooms CANCELLED 24/03 |
| 31st March | Jane Earnshaw Jo NockelsKathryn GasicJennifer OwenJamie SayeDavid Ardern Tobias MelvilleHoward Bradley 11 rooms CANCELLED 24/03 |
| 31st March | Arve Henriksen (Family & Double Room)Jan Bang (Double Room) | Mercure Hull Royal170 Ferensway, Hull, HU1 3UF |
| 1st April | Jane Earnshaw Jo NockelsKathryn GasicJennifer OwenJamie SayeDavid Ardern Tobias MelvilleDominic GrayRowland ThomasHoward Bradley(9 rooms CANCELLED 24/03) | Premier Inn as above |
| 1st April | Arve Henriksen (Family & Double Room)Jan Bang (Double Room)Eivind Aarset (Double room) | Mercure Hull Royal170 Ferensway, Hull, HU1 3UF |  |
| 2nd April | Jane EarnshawJo NockelsJamie SayeKathryn GasicAll rooms allocated | Premier Inn as above |  |
| 2nd April | Eivind Aarset (Double Room) | Clayton Hotel, Manchester AirportManchester Airport (MAN), Manchester Airport, Outwood Ln, Manchester M90 4HL |  |
| 3rd April | Jo Nockels All rooms allocated | Premier Inn as above |  |

Travel

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Who** | **Date** | **Mode** | **Time** | **From** | **To** | **Notes** |
| Arve Henriksen | 31st March | Flight |  |  | Manchester | Already booked by him |
| Jan Bang | 31st March | Flight | 06:25 | Kristiansand | London Heathrow | Arr Oslo 07:10, depart Oslo 07:55 |
| Train | 16:30 | London King’s Cross | Hull | Arr Doncaster 18:08 departs 18:19 |
| Eivind Aarset | 1st April | Flight | Arr. 12:35 |  | Manchester | Arranged by gig on 31st March |
| Train |  |  |  | To buy ticket on the day |
| Jan Bang | 2nd April | Train  | 11:53 | Hull station | London King's Cross | Change at Doncaster. Arr Doncaster 12:47 and departs 12:55 |
| Tube  |  | King’s Cross | Paddington | 5 stations on Circle Line or 5 stations on Hammersmith & City Line |
| Heathrow Express | Trains leave Paddington at 25, 40, 55, 10 minutes past the hour | Paddington | Heathrow Airport |  |
| Flight | 18:35 | London Heathrow | Kristiansand | Arr Amsterdam 20:50 and depart 21:50  |
| Eivind Aarset | Train |  |  |  | Eivind to book |
| 3rd April | Flight | 10:15 | Manchester Airport | Oslo | Arr Copenhagen 13:05, depart at 14:25 |
| Arve Henriksen | Making own arrangements |

Pre-production Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **What** | **Date**  | **Time** | **Who** |
| Stores opened for Toby  | 11th, 18th, 25th March  |  | Tobias Melville |
| Bike flags made by Lorna |  |  |  |
| Sails cut to size by Lorna  |  |  |  |

Install Week 2 week

Sunday 19th - 26th March

|  |  |  |
| --- | --- | --- |
| **What** | **When**  | **Who** |
| Arnaud Mercier, Jane Earnshaw and Jo Nockels arrive Humber Bridge | Sunday 19th March | AM, JE, JN |
| Volunteer Training | Monday 20th 2:15 – 3:15 & 4pm – 5pm | JE, Harriet, KG, JNHessle Town Hall booked from 1.30pm - 5.30pmInc. 50 chairs, 4 tables, mic and PA. |
| Jan Bang & Eivind Aarset arrive, to be greeted by Arnaud Mercier. | Monday 20th March | JB, EA, AM |
| Orpheo technician arrives | Monday 20th March evening | Orpheo |
| JN interview front row | Tues 3.30pm | JN RT |
| Transmitter adjustments day 1 | Tuesday 21st March 9.30 - 4pm | AM, JB, Orpheo, JE |
| Pocket Guide delivered TIC | ? Don’t know time | Confirmed |
| Jan interview with Front Row | **11.30am on Wed 22nd** BBC Radio Humberside - BBC, Dock St, Queens Court, Hull HU1 3RH**Need to book taxis or run him into Hull** | JB |
| Transmitter adjustments day 2 | Wednesday 22nd March 9.30 - 4pm | AM, JB, Orpheo, JE |
| Hooks installed at Barton | Wednesday 9am | JE + Ian Allenby |
| Wayfinding installation and footprint spraypainting | Wednesday 22nd March | JE, Gail Cooke |
| Signage delivered to TIC |  |
| Eivind Aarset leaves |  |
|  |  |  |
| Jo Nockels and Dave Ardern arrive (via ON stores to get tarp and collect ramp from Stage Freight office then load van an ON in town). Rope poetry. | Thursday 23rd March | JN, Dave Ardern |
| Jan Bang leaves | JB |
| Audience Testing Day 1 | Thursday 23rd March 1-3.30pm | 10 Hull 2017 volunteers, JE, AM, KG? |
| ON Lucy Thomson Smith (Educ Dept)Jamie + Lorna coming to have a go (confirmed) | Thursday 23rd pm? |  |
| Audience Testing Day 2 | Friday 24th March 1-3.30pm | 40 Hull 2017 Volunteers JE, JN |
| Bike testing | Friday 24th March | JN, JE |
| Jo leavesJane leaves | Friday evening | JN, JE |
| Arnaud Leaves | Saturday 25th March |  |

Production Week

Monday / Tuesday 28th March

|  |  |  |
| --- | --- | --- |
| **What** | **When**  | **Who** |
| Make A frames | Sat 25 march | Jane - DONE |
| Reprint 2 x sign |  |  |
|  Jan reedit track 10. |  | Arnaud sent to Orpheo - DONE |
| Amend FAQs re end track 7. |  |  |
| Update EM pack |  |  |
| Update packing list. |  |  |
| Ask Martin for forms. |  |  |

Wednesday 29th March

|  |  |  |
| --- | --- | --- |
| **What** | **When**  | **Who** |
| Pick up hot water dispenser from Dan Wilcock |  | KG |
| Headset to arrive at TIC from Morten in Norway | Wednesday 29th | Tourist info |
| Heather Reeds Screens delivered to Opera North | Delivery between 8.30am-12.30pm |  |
| Plants and pots delivered | 10am delivered by Beardsworth's to harrison street | Jo to receive. |
| Load VAN 3 at stores and offices:BoatsSailsMastsPlant potslighting | 10am then leave at stores overnight. | JE, KG, Dave Ardern, Gilbert Volney, Anthony Dickens, Louis Kearny |
| Load VAN 2 at stores and officesBarChairsGeneratorArchitrave | 11am | JE, KG, Dave Ardern, Gilbert Volney, Anthony Dickens, Louis Kearny |
| Lunch break | 1-2pm |  |
| Load VAN 1 at offices:PlantsReed screensFood Production kitCargo bikeH&S kit | 2pm | JE, KG, Dave Ardern, Gilbert Volney, Anthony Dickens, Louis Kearny |
| Pick up electric cargo bike from S-Cargo:ReCycle Bikes62-68 Thirlwell RoadHeeleySheffieldS8 9TF | Between 10am and 5pm | Cassie (Emma NA) |
| Pick up architraves from Dragon Timber | Anytime on 29th |  |
| Jane and Jo to Hull | 5pm | JE, JN |
| Portacabin delivered to Barton end of Humber Bridge. Lane closure no1. Agreed with Bridge staff. | Approx. 7:30pm | JE TO MEET. Ian – IKL Transport -  07976188810 will deliver |

Thursday 30th March

|  |  |  |
| --- | --- | --- |
| **What** | **When**  | **Who** |
| Pick up 8 contractor radios from John Williams at HBB | 8.30am | JE |
| Interview with viking radio | 1.30pm | JN |
| Turf delivered VIC | Thursday 23rd March am- they have Jane's number | JE/JN |
| VAN 1 | Leaves ON at 9am. Take to Tourist Information Centre car park | JS, KG |
| VAN 2 | Leaves ON 8.45am. Must arrive at HBB offices by 10am at latest for 10.30 unload at Barton Anchorage | Dave Ardern |
| Golf-buggy delivered- HB TIC  | Approx.10am | Golf and Utility Vehicles (Gary) 01924 206 092 |
| Portaloo delivered to Bridge (Barton) | 10:30am - go to HBB compound first | JE, HBB |
| ON equipment & Hut dropped off (Barton) | 10.30am- go to HBB compound first | JE, HBB |
| Production office established.  | 10.15 |  |
| Visitor Centre dressed:Check power!Reed screensturfBoats etcTables etc set inside | 11-2pm | KG, JN, JS |
| LUNCH  | 2-3pm |  |
| Check rope poem and walk bridge with headphones | 3pm | JN |
| When VIC prepped begin Barton end? Take paperwork for portacabin | 3pm (or ride in golf buggy?) | JS, KG, JE, JN? |
|  |  |  |

Friday 31st March

|  |  |  |
| --- | --- | --- |
| **What** | **When**  | **Who** |
| Interview with BBC Radio Humberside | 8.50am | JN |
| VAN 3- travel to Hull and go to TIC carpark | 9am Opera North storesEvanston Avenue, off Kirkstall Road.  | Tobias Melville, Jennifer Owen |
| Howard + bike to bridge in own car | Arrive 10am | Howard Bradley |
| Additional good shop for w/e done | 9am – 11am – could alternatively be done thurs night by Jo/Jane/Dave | Tobias Melville, Jennifer Owen, Howard Bradley |
| Golf buggy collected on site and used to transport crew and kit across bridge | 11am | JO |
| Hut bar built, turf laid, lighting installed, dressing installed.  | 11.30am-2pm | Tobias Melville, Dave Ardern, JS, HB |
| Marketing team test walk  | 11am  | JE/JN |
| Additional plants etc for VIC and complete dressing | 11.30am-2pm | JN, JO, KG, JS,  |
| Orpheo arrive onsite and reprogramme audioguides with new content | Approx. 11:30am | Isabelle (0786 4927741) |
| LUNCH | 2-3.30pm (team at barton picked up in golf buggy).  |  |
| Orpheo – walk bridge to check new content | 2pm | Orpheo / JN or JE |
| Pin badges, umbrellas and tote bags delivered to TIC | TBC – Emily to confirm 28th March |  |
|  |  |  |

Saturday 1st April

|  |  |  |
| --- | --- | --- |
| **What** | **When**  | **Who** |
| Core ON team arrive at base for briefing | 8:30am-9am | Dominic Gray, all.  |
| Barton team set off for Barton and begin drink/flapjack prep | 9am-11am | TM, HB, DA. |
| Base team set out headphones etc in VIC. | 9-9.30am |  |
| Volunteer shift 1 arrives at base. EMs arrive | 9:30am  |  |
| Volunteer Shift 1 briefing | 9:45am-10am | JO, KG, JE |
| Barton volunteers set off to walk to Barton | 10:15am |  |
| Press slot with Arve and Jan | 10am- 12noon (where) | Julia O’Sullivan, JN, Arve, Jan, Martin Green (hull) |
| Barton volunteers arrive at Barton | 10:45am | Met by DA, TM |
| Headsets distributed to audience | 10:45am-11.10am | Vol shift 1 KG, JS |
| **Walk 1 sets off** | From 11am |  |
| Bikes shift 1 arrives barton end | 11am | HB |
| Walk 1 arrives at Barton (must leave Barton by 12) | 11:30am-11:45am |  |
| Volunteer shift 1 (Barton) eat lunch | 12:30pm-1:15pm |  |
| **Walk 1 arrives back at base** | 12:15pm – 12:45pm |  |
| Headsets cleaned, reset and redistributed | 12:45pm-1pm | Vol shift 1 |
| **Walk 2 sets off** | 1pm |  |
| Bikes shift 2 arrives Barton end | 1pm | HB |
| Volunteer Shift 1 (Base team) Lunch | 1:15pm-1:45pm |  |
| Walk 2 arrives at Barton (MUST LEAVE Barton by 2pm) | 1:30pm-1:45pm |  |
| Volunteer shift 1 Barton team walk back to base | 2pm |  |
| Volunteer shift 2 arrives onsite | 2pm |  |
| Volunteer shift 2 briefing | 2pm-2:15pm | KG, JE, JN |
| **Walk 2 arrives back at base** | 2:15pm-2:45pm | Vol shift 1 |
| Volunteer shift 1 leave | 2:30pm |  |
| Volunteer shift 2 Barton crew set off to Barton | 2:30pm |  |
| Headsets cleaned, reset and redistributed | 2:45pm-3pm | Vol sMhift 2, KG, JS |
| Volunteer shift 2 Barton crew arrives at Barton | 3pm | Met by DA, TM |
| **Walk 3 sets off** | 3pm |  |
| Bikes shift 3 arrives Barton end | 3pm | HB |
| Walk 3 arrives at Barton (must leave Barton by 4pm) | 3:30pm-3:45pm |  |
| **Walk 3 arrives back at base** | 4:15pm-4:45pm |  |
| Headsets cleaned, reset and redistributed | 4:45pm-5pm |  |
| Volunteers shift 2 (Barton) eat tea | 5pm |  |
| **Walk 4 sets off** | 5:15pm-5:45pm |  |
| Bikes shift 4 arrives Barton end |  |  |
| Volunteer shift 2 Base team eat tea | 5:30pm-5:45pm |  |
| Walk 4 arrives at Barton (must leave by 6pm) | 5:30pm-5:45pm |  |
| Volunteer shift 2 Barton, pack up and secure Barton cabin. | 6pm-6:45pm |  |
| Event Managers leave | 6pm |  |
| Volunteers shift 2 Barton crew walk back to base. | 6:45pm |  |
| **Walk 4 arrives back at base** | 6:15pm-6:45pm |  |
| Headsets cleaned and reset for next day | 6:45-7pm |  |
| Volunteers shift 2 Barton crew arrive back at base | 7:15pm |  |
| Volunteer shift 2 leaves | 8pm |  |

Sunday 2nd April

|  |  |  |
| --- | --- | --- |
| **What** | **When**  | **Who** |
| Core ON team arrive at base | 8:30am |  |
| Volunteer shift 1 arrive at base | 9:30am |  |
| Volunteer Shift 1 briefing | 9:45am-10am | JN, KG, JE |
| Barton volunteers set off to walk to Barton | 10:15am |  |
| Barton volunteers arrive at Barton | 10:45am | Met by DA, TM |
| Headsets distributed to audience | 10:45am-11am | Vol shift 1 KG, JS |
| **Walk 1 sets off** | 11am |  |
| Bikes shift 1 arrives Barton end | 11am | HB |
| Walk 1 arrives at Barton (must leave Barton by 12) | 11:30am-11:45am |  |
| Volunteer shift 1 (Barton) eat lunch | 12:30pm-1:15pm |  |
| **Walk 1 arrives back at base** | 12:15pm – 12:45pm |  |
| Headsets cleaned, reset and redistributed | 12:45pm-1pm | Vol shift 1 |
| **Walk 2 sets off** | 1pm |  |
| Bikes shift 2 arrives Barton end | 1pm | HB |
| Volunteer Shift 1 (Base team) Lunch | 1:15pm-1:45pm |  |
| Walk 2 arrives at Barton (MUST LEAVE Barton by 2pm) | 1:30pm-1:45pm |  |
| Volunteer shift 1 Barton team walk back to base | 2pm |  |
| Volunteer shift 2 arrives onsite | 2pm |  |
| Volunteer shift 2 briefing | 2pm-2:15pm | KG, JE, JN |
| **Walk 2 arrives back at base** | 2:15pm-2:45pm | Vol shift 1 |
| Volunteer shift 1 leave | 2:30pm |  |
| Volunteer shift 2 Barton crew set off to Barton | 2:30pm |  |
| Headsets cleaned, reset and redistributed | 2:45pm-3pm | Vol sMhift 2, KG, JS |
| Volunteer shift 2 Barton crew arrives at Barton | 3pm | Met by DA, TM |
| **Walk 3 sets off** | 3pm |  |
| Bikes shift 3 arrives Barton end | 3pm | HB |
| Walk 3 arrives at Barton (must leave Barton by 4pm) | 3:30pm-3:45pm |  |
| **Walk 3 arrives back at base** | 4:15pm-4:45pm |  |
| Headsets cleaned, reset and redistributed | 4:45pm-5pm |  |
| Volunteers shift 2 (Barton) eat tea | 5pm |  |
| **Walk 4 sets off** | 5:15pm-5:45pm |  |
| Bikes shift 4 arrives Barton end | 5pm |  |
| Volunteer shift 2 Base team eat tea | 5:30pm-5:45pm |  |
| Walk 4 arrives at Barton (must leave by 6pm) | 5:30pm-5:45pm |  |
| Event Managers leave | 6pm |  |
| Volunteer shift 2 Barton, pack up and secure Barton cabin.  | 6pm-6:45pm |  |
| Barton Core ON crew drop shed bar and roll up turf | 6.15 - 7.30pm |  |
| Volunteers shift 2 Barton crew walk back to base. | 6:45pm |  |
| **Walk 4 arrives back at base** | 6:15pm-6:45pm |  |
| Headsets cleaned and reset for next day | 6:45-7pm |  |
| Base dismantled and van loaded | 7pm-8pm |  |
| Volunteers shift 2 Barton crew arrive back at base | 7:15pm |  |
| Volunteer shift 2 leaves | 8pm |  |

Monday 3nd April

|  |  |  |
| --- | --- | --- |
| Normal installation schedule begins | 9.30am | Event Managers/Hull Vols, JE |
| Collection of golf buggy | Approx. 10am | Golf and Utility Vehicles (Gary) 01924 206 092 |
| Portaloo removal | 2pm | JE, JS, HBB |
| Portacabin removal | 2pm | JE, JS, HBB, Exel Modular |
| Isabelle from Orpheo travels on to other meetings in the area | 10am | Isabelle (Orpheo) |

Daily Event schedule Monday 3-31 April

|  |  |  |
| --- | --- | --- |
| **What** | **When**  | **Who** |
| VHEY TIC opens | 9:00am | VHEY Staff |
| Event manager arrives at cabin | 9:15am |  |
| Hull Volunteer Shift 1 arrive | 9:30am | Hull Vols x 2 |
| Headsets cleaned if necessary and box office prepared for the day | 9.30am - 9.50am |  |
| Headsets distributed to Walk 1 audience and event briefing given to audience | 9:50am-10am |  |
| **Walk 1 sets off** | **10am** |  |
| **Walk 1 arrives back at base** | 11:15am – 11:45am |  |
| Headsets cleaned, audioguides put in charger. | 11:15am - 11:45am |  |
| Headsets distributed to Walk 2 audience and event briefing given to audience | 11:45am - 12noon |  |
| **Walk 2 sets off** | **12noon** |  |
| Hull Volunteer Shift 2 arrive | 12:45pm | Hull Vols x 2 |
| Hull Volunteer Shift 1 leave | 1pm |  |
| **Walk 2 arrives back at base** | 1:15pm-1:45pm |  |
| Headsets cleaned, audioguides put in charger. | 1:15pm-1:45pm |  |
| Headsets distributed to Walk 3 audience and event briefing given to audience | 1:45pm – 2pm |  |
| **Walk 3 sets off** | **2pm** |  |
| **Walk 3 arrives back at base** | 3:15pm-3:45pm |  |
| Headsets cleaned and audioguides put on charge | 3:45pm-4pm |  |
| Final cabin checks and tidy | 3:45pm – 4:10pm |  |
| Hull Volunteer Shift 2 ends & Event Manager leaves | 4.15pm | All |

See separate schedule for unload and returns.

Pack list

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Production Area** | **Item** | **Source** | **Location to be collected** | **Van number** |  |
| Bridge Dressing | Storm lanterns |  | Stores |  |  |
| Barton end | Reed screens | Delivered Wed AM | ON |  |  |
| flasks | 3x jane (in car)1x ON |  |  |  |
| Folding chairs and table for portacabin | Jane | Taking in car (1 table, 15 chairs) |  |  |
| Loo roll |  |  |  |  |
| Food box |  |  |  |  |
| Hot chocolate |  |  |  |  |
| Cups |  |  |  |  |
| Disposable spoons | To buy |  |  |  |
| Bin bags |  |  |  |  |
| Plastic bin(s) |  |  |  |  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Petrol canisters x2  | Flight case store |  |  |  |
| Travel kettle | Flight case store |  |  |  |
| Generator | Flight case store |  |  |  |

 |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Visitor Centre Dressing | Boats x 4 | Stores | Stores | YES |  |
| Sails and masts x 4 | Stores | Stores | YES |  |
| finials |  |  |  |  |
| Empty sandbags | HAR Tech office | HAR Tech office |  | Sand to be bought from B&Q Hull |
| Outdoor festoon | Arr Wed 29th |  |  | Collected Tues 4th |
| Indoor festoon | Mike Lock | Projects office / Ground LX store |  |  |
| Plant pots | Projects | Stores |  |  |
| Spike lights | 2nd floor projects cupboard | ON |  |  |
| Tools | Saw | HAR Tech office | HAR Tech office |  |  |
| Drill | HAR Tech office | HAR Tech office |  | Jamie to bring his from home too |
| Hammer | HAR Tech office | HAR Tech office |  |  |
| Secateurs for reed screen |  |  |  |  |
| Various tape | Jamie |  |  |  |
| Production Box | Torches  | ON Props – to borrow | Stores |  |  |
| Batteries for torches | Aldi | Stores |  |  |
| Bin bags | To buy |  |  |  |
| Cable ties white | Production box | Projects office |  |  |
| Cable ties black | Jamie | HAR Tech office |  |  |
| Hazard tape  | Projects office | Projects office |  |  |
| Cleaning products and cloths | To buy |  |  |  |
| Field and Boat | Rope | done |  |  |  |
| Drift wood | done |  |  |  |
| Tent pegs | done |  |  |  |
| Visitor centre | Umbrellas |  |  |  |  |
| Antibac wipes | Projects office | Projects office |  |  |
| Costume | 22 x red beanie hats | Projects office | Projects office |  |  |
| 22 x waterproof tops and bottoms | Projects office | Projects office |  |  |
| Additional | Stiff broom | ON Stage – to borrow | HAR /Rehearsal studio |  |  |
| Ladders (Big and Small) | HAR | HAR |  |  |
| Shovel | Projects- own already | Projects office |  |  |
| Electric cargo bike |  |  |  |  |
|  |  |  |  |  |
| Wayfinding spray-paint | Already in Hull – Jane? |  |  |  |
| 4 x Tank traps | HAR | HAR |  |  |
| Traffic cones | Stores | stores |  |  |
| Copies of EMP, RISK ASS x 3, Production and post-production schedule x 15 and Event Manager manual x 1 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |