Slung Low Notes:

Laura Clark (LC), Martin (MA), Lindsey Alvis (LA), Katy Fuller (KF).

* Crediting: Just need to establish what form that will take.
* Audience size will be determined by the site (need to agree what number of tickets to initially go on sale with as this might land before knowing fully the capacity).
* Length of the run – a week to be extended as appropriate. Pricing?
* Schools close Thursday 7 April 2017 and reopen Monday 24 April 2017. Good Friday is 14 April. Easter Sunday 16 April and Easter Monday 17 April. How does this impact the run? NSDF crossover? Turner?
* 2nd October 2017 for performance of final piece.
* Possibly make Slung Low part of a roadshow to show the digital aspect of the story. Set up conversation between Alan & David? Check roadshow dates.
* Running costs of the airstream caravan do come through running costs.
* Full Creative Team will be here in August 2016. Show them sites and confirm after this
* Deadlines for marketing for all seasons, make sure we timeline the lead image and image creativity. Need Slung Low to start thinking about this. Maybe even begin a Pinterest board with the company. Need some kind of image before launch in 22 September to be able to talk about the project. Maybe a title treatment and some copy.
* Performance sites should be confirmed for September 2016. Large warehouses?
* Script due in Oct.
* Licensing: Work on a timeline to get a license in place.
* Katy not here W/C 20 August.
* Confirmed Slung Low will lead on RA & ESAG. They have templates from previous productions. When asked if we have any way that information should be presented, Slung Low were advised they should present information in a format that was comfortable for them. Maybe speak to Chris Clay about ways of presenting information.
* Intellectual Property needs to be discussed in the contract.
* On Sale Date?

Notes and further questions:

* Do we need to make sure they are aware they need to create the seating/watching area for the performance out of their own devolved budget (if either part requires such a setup)?
* Mungo onboard as Producer?

ACTIONS

MA to re-draft deal memo.

MA Budget template: **I’ve just added £370k currently. A question about the spread of payments.**
MA Conversation about pricing strategy, deadlines for season 1 & 2 (print, announce etc) with Phil. **Too early currently.**

MA Set up a conversation between David & Alan re digital post meeting. **Doing.**

MA Schedule with dates TBC
Laura Clarke - Check R&D in 16
LA & MA Set up visit in Aug 16. **Have it as a question on return of deal memo.**

MA & LA Check the roadshow dates post first wave in meeting with Phil. **Did we mean Network Neighbourhoods?**MA to speak to Chris Clay about performance sites – large warehouse? – and licensing

MA, CC, RC Check out space near office. **Have asked and been shown pictures. But chased for more information.**
KF ? Put Joanna in contact with Chris Clay/Helen Thackeray? from Events team
KF IP clause in contract

KF/LA Speak to Slung Low about volunteers, recruitment waves in 16 & 17

KF / LA Speak to SC about the community case and check timeline for community cast
KF/ LA Speak to Alan about stories from the city and how to approach this
KF/LA TTR and advice from DreamThinkSpeak

KF Internal conversation about producing model and CDM

LA to read contract and make suggestions & KF to speak to Will

KF BBC conversation and new guidelines

MA to speak to JR & JH about accommodation. **Have requested some requirements.**

**After Speaking to David:**

* Speak to KF about detailed budget
* Speak to KF about detailed breakdown of in house costs
* Update on project plan from KF
* Update on BBC from KF and how we’re moving this forward. Can we help?
* DW will circulate deadlines for upcoming season launches
* MA to send synopsis to DW
* Speak to HD/KF about Kick Off meetings
* MA to pull together an image brainstorming meeting with Alan