**Actions from Previous Meeting**

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| **To Do** | **Lead** | **Progress** |
| KF to speak to Gareth about his role on site | Katy | Complete – Gareth will be the lead on site |
| Find out permissions for using Walton St Car Park | Carys/Adam | Carys has done this and completed the form needed. |
| Amend production schedule | Adam | Adam has updated this. |
| Amend EMP | Tim |  |
| Confirm West Park with HCAL | Katy | Complete |
| HCAL Park form | Lily/Hannah | Submitted – chasing paperwork to confirm but it has been confirmed by Howard. |
| Confirm whether to reserve deck chairs | Katy | Deck Chairs will not be reserved. If there’s a couple of people we want to make sure can sit on them we will use printed signs. |
| Confirm where wheelchair accessible area will go | Katy | Adam waiting for site plan from Jan. |
| Accommodation | Lily | Booked in Ibis |
| Investigate food places around Stadium and possibility of using the Stadium itself |  | Meeting with the Stadium – looking at prices as quote is fairly high. – Ongoing |
| Marketing and Comms plan | Rachel | Updated Plan to be reviewed. |
| Research impact on residents at West Park | Adam/Hannah | Resident Letter has been sent. |
| Check who is doing piece of summer print for families and what it is, how wide it is, etc. | Rachel | We missed the deadline for this. |
| PRS list of music from Alexandrine | Hannah | We have this and a quote now from PRS – need to add this to the budget . |
| PPL tariff | Hannah/Lily | Mel confirmed not needed as no pre recorded music used. |
| Put in Volunteer request | Lily | This has been submitted. |
| Book in Sarah Harris as volunteer lead | Hannah/Lily | Complete |
| Carys to send West Park plan in CAD to Adam | Carys | Complete |

Adam/Katy decided that if possible trackway would be left on site as there were concerns around the noise of taking it out after the show.

Event Management Plan went to ESAG. There main concern was stewarding the main road as people enter and leave.

Action: Adam to check in with the Stadium if they do this as that’s a much larger capacity.

**HCAL**

The form to use West Park was submitted.

Action: Follow up with HCAL to get them to confirm hire and price.

**Production Meeting**

Production meeting scheduling in on site for Thursday pre 1:30pm.

Action: Lily to set up and invite: Carys, Gareth, Katy, Adam, Hannah and herself.

**Marketing**

Katy liked the direction of the leaflet with the steampunk element. Needs a stronger image on the other side.

Due to more design time needed the leaflet drop and resident notice will now happen on different days. The leaflet will be pushed back to the following week beginning 31st of July linked to the announcement date. Resident Letter to go out on the week prior but not with details of the show – just timings.

In terms of the tone of the show – thrill & specular.

We could potentially do an email out list to residents of the Avenues. Agreed to extend to door drop to the avenues.

**Wayfinding & Site Rules.**

These need to be drafted.

**Action:** Hannah to look at these. Deadline needed for printing.

**Resident Letter**

Letter needs to be signed off by Thursday 20th to be distributed on the 27th of July.

**Action**: Hannah to draft. Times provided by Adam.

**Press release**

Press release to go out when the door drop starts potentially 31st of July.

**Action:** Rachel to confirm leaflet drop.

**Action:** Michael to draft. Share draft by 25th of July to be signed off by 27th July.

**FAQs**

First draft shared. This needs to be revised to include no time apart from show time.

**Action:** FAQs to be signed off by 27th July.