**Hull 2017 Engagement Roadshow Briefing for Gareth Hughes of Many Many Monkeys**

Further to our meeting at Pacific Exchange on January 11th 2016, I’d like to confirm that Hull 2017 wish to commission Many Many Monkeys to carry out an initial feasibility assessment and produce a budget for the Hull 2017 Engagement Roadshow, for the agreed fee of £440 + VAT.

The roadshow will visit 10 sites over 6 weeks, starting at the beginning of April 2016. The assessment and budget should include / address the following:

* The purchase of 3 temporary structures with custom branded covers. For the purposes of this piece of work please cost for 2 off 10m dome and 1 off 8m cube, including flooring and ballast. Please investigate if it possible to connect each dome to the cube using tunnels.
* The costs of installation, set up, dismantling and moving the structures to the next venue.
* The costs of fencing and security
* The costs of power generation (assume no local power)
* The costs of sanitary facilities for staff
* Internal lighting for each structure
* External lighting for green field sites
* Internal fit out for the structures as below:
	+ Cube
		- Bespoke welcome desk
		- Hull 2017 general exhibition materials
		- 3 information points (Education, Grants Programme & Community Brand) to consist of;
			* Welcome desk
			* Soft seating area
			* Graphics panels
		- Partitioned staff area with soft seating
	+ Dome 1
		- Volunteer information / check in desk
		- 5 off informal interview areas – seating for 2 plus desk
		- Branded partitions between interview areas
		- Male and female uniform try on areas
	+ Dome 2
		- Archive / story gathering welcome and info point
		- Facilities to include:
			* Interview areas
			* Audio and video recording areas
			* Meeting areas