Meeting about Awards Night, Hull Minster 07.06.2017

Attending: Jane, Dan, Sara, Jenny and Lily

**ALL CONFIDENTIAL** – No one to know about the event outside of these meetings. Need to know basis only.

BBC Broadcast

* 2x Live broadcast trucks – one at Minster and one at Ferens. To be parked in front of Minster
* BBC asked to come prior and film Minster on a sunny day and to capture other events/happenings including the City of Sanctuary. Ben to work with Ed to decide important upcoming events to capture.
* Live announcement @ Minster, transport winner to Ferens while attendees begin to leave, Live interview @ Ferens

Technical and Equipment

* Minster has broadcast dish on the top of the building already, ready for BBC
* Hull 2017 to plan to bring in everything (worst case scenario). At the moment, the Minster does not have data cabling, hearing loop, sound/mixing desk, projection system, appropriate lighting. All tables/chairs/cutlery are hired in.
* Data cabling – Dan to find out costs for installing this. Possibility that the TP budget could cover and help with other events, investing in Hull/legacy
* Minster have x3 toilets. Will need trailer toilets
* Difficult to hang anything (images etc.) - Projections of Ferens artworks
* Projections on the outside walls of the Minster – could have GOBOs made for each artist and project the winner outside

Artists

* Greenroom available in Minster for them to rest/be away from crowds. With shower, toilets, comfortable chairs, baby changing and alcohol.

Event

* Venue hire cost – agreed at £550 ALL IN (no VAT) plus any extra staff costs to be agreed
* Need Temporary Events Notice – Jenny to lead. Do not need a Premises Licence but people could make donations on the night if they’re not directly in relation to alcohol.
* Minster can seat 220 or 170 if avoiding pillars. Tables of 10/12.
* Minster shut on Mondays so free to set up. Wouldn’t need to close the Minster during the day on Tuesday (shut at 4pm) but would block off section and might need to close a little early.
* Guests cleared by 11pm, get out by 1am/2am – Extra costs for security staff after 12, £100 per hour
* Additional security will need to be put in place – e.g. sweeps, bag searches.
* Coach needed from the Minster to the after party – to be organised by Hull 2017
* Event the next day could possibly cover/share the costs for the furniture and equipment and take responsibility for get out – Jane to propose. Our dressing would have to be taken down as it will be on brand with Turner Prize.
* We are in charge of Event Management inc. Evacuation and First Aid – To send event plan and evac plan 1 month in advance of event
* Announcement of venue – pre-opening of exhibition? Around Sept TBC
* Happy to have live flame
* DO NOT; Blasphemy live on air or desecration of religious imagery

*All Occasions* – Furniture, *HPSS* – Lighting and Sound

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| **To Do** | **Lead** | **Deadline** |
| Set up BBC site visit (before 5th July as Jane on Holiday, aiming for 28th June if possible) | Sara |  |
| Confirm approx. costings for data cabling | Dan |  |
| Check about resident notification with Chris | Jenny |  |
| Confirm additional security measures with Chris | Jenny |  |
| Confirm costings for additional Minster staff | Jane |  |
| Try to bring architect David Kohn’s visit forward so that Jane can attend | Sara |  |
| Enquire whether next day event will share/cover costs for furniture and equipment and responsibility for get out | Jane |  |
| Event plan and Evacuation plan | Sara/Jenny | 5th November 2017 |
| Ben McKnight to work with Ed on upcoming events BBC can film and deciding what is important to capture | Ben/Ed office@hullminster.org |  |