Turner Prize Production Meeting 22.08

**Install**

Technicians waiting for us to send them the final drawing pack

\*KF to speak to Will and SB might be able to send it out at the same time as we are requesting an exemption

Ask Michael Werner to ship the Hurvin from NYC – in their interest. Daniel from Tate said this is normal practice and it is supported by Tate.

Sara worried about transport costs, if we can save there then we can put in to build costs

Paying HCAL to pay NPS is fine with Katy

\*Ipads curators LM

Sara to prepare RFQs – press them to get back by Friday

\*KF to send email to Major Projects group re:chasing scheduling

\*LM to start running table of how much we owe – insurance premium, 4x supervisors \*SB to chase Maxine

\*LM speak to Colin about volunteer bookings being full – on FB page

**Stakeholder Events**

We have agreed prices for stakeholder events.

Katy has been in touch with EY. Chartered surveyors/This Way Up Tues 7th Nov

\*Put calendar on share point VIEW ONLY – any edits to come through me. Update with what we know. Send email every time it has been updated. \*LM make list of enquiries we have so far and decide priorities

6 mornings and 6 evenings.

Liz to flag every time bookings go through her.

\*Budget for stakeholder?

\*British Council invites – James Trowsdale for emails, pass the whole thing over to organise

\*Hack and Host

Humber St confirmed as staying open until Wednesday evening

\*go back to GF Smith – how many on run etc.

\*TVs