**I Feel Love Recce Notes 05/07/2017**

**ACTIONS:**

* Florence to set up a production run through for TV and radio at NBH on Wednesday 26th.
* Health and safety and security briefing to be scheduled on the 28th of July by Florence.
* Accreditation deadline Monday 10th July.
* Aidan to send Show sec steward plan and contact details.

**Ticketing**

* Tickets have sold out. Florence to pick up about pre event email with Cian regarding audience arrival times, security measures and dress code.
* City of culture will be managing their guest list. Millie will send her guest list to the city of culture and there will be one guest list that City of Culture will manage.
* BBC guest list have 50 tickets; 2 per artist, Radio 2 production: 6 tickets and hold 6 for the choir.
* Adam to ask BBC North for allocation.

**Accreditation**

* Hull City of Culture will provide their own laminate for working staff at the venue and BBC will provide an additional laminate for crew and BBC staff working backstage, green room and on stage. Adam Heyhurst to provide laminates and lanyards.
* Accreditation deadline Monday 10th July.
* Accreditation desk will be located at the Mortimer Street entrance.

**Signage**

* Directional and dressing room signage will be provided by BBC (Made Up).

**Parking**

* Guest and artist parking drop off on Paragon Street along with other production vehicles (Made Up & HPSS).
* Evacuation point located outside Primark.
* Televideo and Radio OBs to communicate and confirm wifi, parking and comms.

**Security**

* One overnight security for the OB truck compound.
* Security meeting to be confirmed by Florence onsite on Friday 28th July.
* Hull City Council to liaise with police on the broadcast/audience plan.
* Aidan to send Show sec steward plan and contact details.
* One security officer to be located next to the podium for the duration of the show, dressed in dark clothing.
* All audience to be wanded on arrival and mandatory bag searches. Aidan to update Show sec on plans.

**Comms**

* Ask James from Televideo to supply talk back comms for event. Adam Heyhurst to follow this up with Tom Purnell and James Sivil.
* Anthony Cherry will requested comms to front of house and stage as well as TV.

**Lighting/PA/Production**

* Aidan to provide mojo barrier for front of stage.
* Made Up to provide stage for podium.
* Black draping provide by the City of Hull.
* Made Up to liaise with HPSS about weight for stage branding and lighting of stage.
* HPSS to wash the organ with colour and put in intelligent profiles. Also light the pillars and have a drape/curtain on the stage.
* Adam Heyhurst to confirm on reveal of the choir.
* Aidan to provide black draping for five backstage dressing rooms (cubicles) in the production area.
* In the production area will also be catering and BBC working area.
* Aidan to provide Florence outside catering company details for catering.
* Dressing room layouts have been confirmed with Anthony Janine and Holly. Made Up to provide steamer and iron.
* Venue to isolate alarms in dressing rooms in case of steaming.
* Anthony to liaise with HPSS on mic requirements.
* Pyros (confetti cannon) to be confirmed by Adam.
* Press area location confirmed between the green room area and production area potentially BBC Humberside for here also. Molly to liaise with BBC Humberside.
* Green location confirmed, Made Up to provide dressing.
* City of Hull to provide draping for production and backstage area.
* Anthony and Florence to provide Aidan with artist arrival times.
* Florence to provide Aidan with contractor vehicle details.
* Tom Purnell BBC Radio OBS to confirm connectivity requirements to Adam Heyhurst and Aidan.
* Venue to provide piano tuning for in house piano.
* Adam Heyhurst to provide hair and make-up.
* Florence to set up a production run through for TV and radio at NBH on Wednesday 26th.

 **Health and Safety**

* Aidan to collate all health and safety documentation.
* Florence to provide BBC risk assessments to Aidan.
* Adam Heyhurst has briefed corporate security from BBC North who advised mandatory wanding on the audience.
* Health and safety and security briefing to be scheduled on the 28th of July by Florence.