**PRSF Meeting:**

Agenda: 22.03.2017

Present: Gareth Hughes (GH), Clare Drury (CD), Carys Tavener (CT), Sam Hunt (SH), Martin Atkinson (MA).

First 30 mins: Digital Chris Marr (CM), Press Ben McKnight (BM)

1. Quick digital and comms catch up.
	1. Use of captured footage into short films about each performance. Will we edit of Richard. Just determines his fee?
* We edit from Richard’s footage. MA to communicate with Richard D about footage he has captured and have it edited from this side. Can ask Richard to cover other things within his fee.
* CM to write up brief with GC for artist for wayfinding, map, freesheet.
	1. Quick catch up on comms around residencies.
* Eliza has created cup song. CD to share WeTransfer link.
* 25 April: capture Jason Singh for residency visit.
* If artists have their own channels to share things please let us know: CM

**Sales:**

* Errollyn would be worth direct marketing with places she is working.
* Mica Levi: CM to check if Mica Levi gig at the university can benefit from this data.
* MA: put something in the diary for a press concentrated catch up for PRS.
1. **Production**:
	1. Run through Production schedule for the weekend and any elements we think might get in the way.
	2. Refer to working budget.
	3. Next steps in terms of Production.
	4. Volunteer Management: need to engage a volunteer manager for this project. **MA:** **Invite Harriet to next meeting.**
	5. EMs: when should we engage these? Stage Managers dealing with front of house. **CT to scope EMs and SMs**

Run through Production requirements for Residencies.

**Residency Day: 24 June 2017**

* Clare: outlines 24 June performance day. GH runs down production demands.
* Duty of care must come from groups themselves for the day.
* Gareth flags access restrictions on City Hall.
* Band/Musicians rehearsal 29 June. TBC. Holy Apostle?

**Roles and Responsibilities:**

* EM company around safeguarding.
* FOH and Production scheduling needs to be done externally. We will need to find budget.
* **GH to draw up a spec for this event and costs.**

Where are we with artists:

**Deadline for technical information: 21 April**

**Confirm audience capacities: 28 April**

* **MA to contact Eliza and Liz for final tech spec for performance.**
* Anna Meredith: need to get a list from Rhodri of percussion. Need to determine floor space. Thinks we can get another 20 seats. **GH continuing conversation.**
* Simon Holt: Hoping the stage extension should be in the night before with Music Service and NAPA performance.
* Gavin Bryars: **MA to confirm** he’s happy with an hour’s rehearsal.
* **MA to get Jeremy from BBC up to speed.**
* Mica Levi: GH checking they are happy 8ft stage extension.
* Daniel Elms: **MA to ask about site visit.**
* Ray Lee: Need to get updated plans. Especially in terms of crew costs. **GH to go back to Jo to get updates. MA to put something in schedule.**
* Laurence Crane: Feels complete. GH to request stage plot.
* Errollyn Wallen: **GH to request stage plot.**
* Emily Hall: **GH to request technical information. Which piano are we putting in Mortimor Suite? GH to determine.**
* Hannah Peel: Complete. **GH to confirm audience capacity.**
* Peter Edwards: GH to ask question on piano. Can Peter take a Yamaha C7 instead of Steinway.
* **GH to call Jason Singh about scheduling in rehearsal.**
* Jocelyn Pook: **GH to chase stage plot.**
* Peter Edwards: **GH to try and make work with Daniel Elms setup.**
* Philip Venables/London Sinf: **MA Ask Adam for a Deep clean early on. Offer to pay for this. 9am get in.**
* Sam Lee: **MA to get technical detail of performance.**