|  |  |
| --- | --- |
| **Name of Individual / Organisation** |  Hull and East Riding of Yorkshire Hindu Cultural Association-Reg Charity No: 1107469 |
| **Name of Project** | 4th Hull Indian Mela |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **START DATE** | **END DATE** | **ACTIVITY / TASK** | **STATUS** | **NOTES** |
|  |  |  | COMPLETE / ON-TIME / BEHIND |  |
| February 2016 | May 2016 | Planning meeting for Grant Applications, Project concepts, ideas, draft, revisit evaluation of previous mela  | Complete |  |
| May2016 |  | Funding application with CoC | Complete |  |
| May2016 | July2016 | Secure Funding for project | Complete |  |
| May 2017 | Sep 2017 | Commencement of fortnightly large Mela Meetings with all sub groups/task groups to attend (Strategy & Risk, Finance, Volunteers/ Resource planning, Stalls, Catering, Entertainment, Workshops, Audio Visual team, Stage, In-house, Publicity and marketing teams) | On- Time & Ongoing meetings | Gap in the timeline is due to the planning/ activities undertaken regarding the organisation of Carnival of Colours which then had to be cancelled. This effort has been transferred into the Mela Planning.Mela Meetings are currently fortnightly, due to ramp up closer to event date. |
| Jun 2017 | Jun 2017 | Identification of key milestones and logistics of organising Mela, communication of key dates highlighted to subgroups. | On- time | Key dates have been communicated to ensure subgroups work to ensure timely delivery. Risk and Budget teams working closely with all teams to monitor and support progress. |
| Jun 2017 | Jun 2017 | Have initial meeting with City Hall to identify and confirm requirements, potential plans to enable City Hall to perform their respective risk assessments, develop resource requirements, request additional risk assessments required.  | Complete | Initial meeting has gone well, further meetings to be arranged to ensure smooth delivery. |
| Jun 2017 | Jun 2017 | Identification of performing artists, entertainers. Providing invitations and securing local performances. Confirming music choice, commence entertainment program planning for indoor & outdoor areas. | On- time | Some performers are already identified and confirmed |
| Jun 2017 | Sep 2017 | Local performing artists design choreography, members of HERHCA work with performers during rehearsals to monitor progress and readiness. | On- time | Performers identified above are already at the rehearsals stage |
| Jun 2017 | Jul 2017 | Identification of workshops to be identified ensuring there is a variety of activities and confirm which workshop providers are to attend. Plan workshop location and order | On- time | Some providers are already identified and confirmed |
| Jun 2017 | Jul 2017 | Scoping potential caterers/ identification of stall holders and identifying in house stalls. Seek confirmation of those wanting to attend, send out contracts | On- time | Potential caterers and stall holders scoping has already commenced |
| Aug 2017 | Aug 2017 | Finalise all contracts, required documentation. Confirm food court arrangements. Identify/ address requirements from all workshop providers, inhouse and external stall holders | On- time |  |
| August 2017 | Sept 7th 2017 | Final rehearsals, volunteer tasks finalised, volunteer and full attendees lists created,checklists created to ensure smooth delivery, lanyards/ wristbands circulated. Audio Visual (AV) tech meetings organised | On- time |  |
| Sept 8 | Sept1 5th 2017 | Complete all preparations, arts, rehearsals, costume rehearsals, transport items to City hall and set up on penultimate date with stage rehearsals. AV and technical team brief, MC briefs; Indian craft/ props, stall, workshop and exhibition set up | On- Time |  |
|  |  |  |  |  |