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| **Name of Individual / Organisation** |  |
| **Name of Project** |  |

Please provide a breakdown of key activities /tasks for your project from start to finish. Please include your preparation and planning activity as well as start / end dates of your public activity (eg. public performance, exhibitions, festival).

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| **START DATE** | **END DATE** | **ACTIVITY / TASK** |
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Activity Examples: Planning Meeting, Auditions, Contracting, Rehearsal, Costume Design, Performances