**Creative Communities Programme**

**Process and Communications - Post application**

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| Date | Activity | Responsible |
| 9/06 | Recommendation Panel meet | BLF and H2017 |
| w/c 16/06 | Continued shortlisting and decision making | BLF and H2017 separately |
| 20/06 | PHASE 1 - CurationCuration Email – bcc’d from ‘The Team’ To everyone on Big’s yes/maybe list. To everyone on Hull 2017 list which need curation follow up.‘Thank you for your application, it is still being considered, you may be contacted by a member of the team or the BLF for more information etc etc’. Space needs booking for workshops | HD to check emailSMHS to sendSMHS |
| w/c 20/06 | Follow up on action points – curatorial conversations and due diligence checks | HD, JM |
| w/c 20/06 | Sign off Yes/No emails with Ben McKnightIntroduce Ben to BLF Press team to draft/sign off Press Release – NB due to release w/c 4th July. BLF need minimum two week sign off.  | HD |
| w/c 27/06 | Final decisions madeStart entering Artifax information | SMHS |
| **w/c 4/07**  | PHASE 2 Mass Communication Yes Hull 2017 emails sent via Fluid Review Request applicants provide more details via Fluid ReviewYes BLF CCP project emails sent via Fluid ReviewYes BLF A4A sent via Fluid ReviewNo Hull 2017 emails sent via Fluid ReviewJoint Press release sent – public facing | H2017H17 / BLF |
| w/c 4/07 | PHASE 3 ContractEnter project data into Artifax arrangementsPull this data to create contracts (James C to help with mail merge set up)Post contracts with Cover Letter, Schedule 1 (Project schedule, timeline and budget) & Schedule 2 (financial terms), Brand Licence, Marr Comms plan. Policies to be found here -[link] Priority given to **MADE IN HULL** projectsBrand Licence and Marketing team’s Event Set Up Forms sent to BLF CCP projects for Made in HullBasic information dropped into Marketing templates for Made in Hull Projects. Total number of projects confirmed, appropriate space allocated in lay out.  | SMHSSMHSSMHSSMHS |
| 18/07 | Contracts returned and full project information passed to Hull 2017 Marketing team for Brochure deadline | SMHS /CD |
| 25/07 | Final deadline for Made in Hull brochureBLF inform Hull 2017 of completed Due Diligence ie which projects are successful.Hull 2017 post Cover letter, Brand Licence, Project schedule 1, Marr comms plan  |  |
| 1/08 | Finance set up for successful projects | CD / SR |
| w/c 5/09 | First workshop sessionMarketing and Comms session – DW, PB, BMK, LS, JMG, Liz or Brand Protection manager to be invited.  | Hull 2017 |
| Ongoing | Project reporting and monitoring via fluid reviewForms to be built for reporting in FR.Future workshops to set up on event management etc. | CD / SMHSDW / EU |