**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 - Curation  Curation 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 email  SMHS to send  SMHS |
| 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 McKnight  Introduce 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 made  Start 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 Review  Yes BLF CCP project emails sent via Fluid Review  Yes BLF A4A sent via Fluid Review  No Hull 2017 emails sent via Fluid Review  Joint Press release sent – public facing | H2017  H17 / BLF |
| w/c 4/07 | PHASE 3 Contract  Enter project data into Artifax arrangements  Pull 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** projects  Brand Licence and Marketing team’s Event Set Up Forms sent to BLF CCP projects for Made in Hull  Basic information dropped into Marketing templates for Made in Hull Projects. Total number of projects confirmed, appropriate space allocated in lay out. | SMHS  SMHS  SMHS  SMHS |
| 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 brochure  BLF 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 session  Marketing 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 review  Forms to be built for reporting in FR.  Future workshops to set up on event management etc. | CD / SMHS  DW / EU |