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| **Name of Individual / Organisation** | Hull Red Community Interest Company |
| **Name of Project** | The Big Gig |

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).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **START DATE** | **END DATE** |  | STATUS | NOTES |
|  |  |  | COMPLETE / ON-TIME / BEHIND |  |
| 04/04/16 | 04/04/16 | Agreement from Millers for drama production |  |  |
| 05/04/2016 | 16/05/2016 | Costings from workshop artists and facilitators |  |  |
| 05/04/2016 | 30/09/2016 | Secure funding |  |  |
| 05/04/2016 | 30/09/2016 | Book workshop artists and facilitators, Carnival Arts and Indigo Moon |  |  |
| 20/04/2016 | 20/04/2016 | Liaise with local photographer and film maker about documenting the event (The Big Film Project) |  |  |
| 05/05/2016 | 05/05/2016 | Quote from Carnival Arts |  |  |
| 05/05/2016 | 05/05/2016 | Quote from marquee company and electric supply to outdoor areas |  |  |
| 05/05/2016 | 05/05/2016 | Book Carnival Arts |  |  |
| 05/05/2016 | 30/06/2016 | Book marquee company and electric supply to outdoor areas |  |  |
| 11/05/2016 | 11/05/2016 | Quote from Indigo Moon for puppet installation |  |  |
| 12/05/2016 | 12/05/2016 | Book Venue |  |  |
| 20/05/2016 | 20/05/2016 | Meeting with Billy Boys Safety Campaign re potential funding |  |  |
| 20/05/2016 | 20/05/2016 | Liaise with Humber Street Sesh Organisers regarding local bands and consultation support |  |  |
| 20/05/2016 | 20/05/2016 | Quote from ITSL for sound and lighting |  |  |
| 20/05/2016 | 20/05/2016 | Liaise with Sunflower Music |  |  |
| 20/05/2016 | 30/06/2016 | Book sound and lighting engineers |  |  |
| 23/05/2016 | 23/05/2016 | Quote for design work, printing and marketing |  |  |
| 26/05/2016 | 26/05/2016 | Liaise with stage managers |  |  |
| 26/05/2016 | 20/06/2016 | Book stage managers |  |  |
|  |  |  |  |  |
| 30/06/2016 | 30/09/2016 | Book food vendors |  |  |
| 30/06/2016 | 31/12/2016 | Book bands |  |  |
| 30/06/2016 | 30/06/2016 | Book extra disabled toilets and changing place trailer |  |  |
| 01/07/2016 | 31/05/2017 | Recruit volunteer stewards, DBS checks |  |  |
| 01/09/2016 | 31/10/2016 | Set up group for adults with learning disabilities to work with the directors in organising event, and identify those who would like to work alongside stage managers and volunteer stewards |  |  |
| 01/09/2016 | 30/04/2017 | Promotional material design and printing |  |  |
| 01/09/2016 | 07/07/2017 | Marketing and publicity (local media, posters and flyer distribution) |  |  |
| 01/01/2017 | 08/07/2017 | Run monthly/fortnightly planning group meetings with committee |  |  |
| 09/01/2017 | 09/01/2017 | Arrange increased insurance to cover event |  |  |
| 01/07/2017 | 01/07/2017 | Submit all Hull Red Policies and Risk Assessments to Hull University Union |  |  |
| 01/07/2017 | 01/07/2017 | Volunteer Steward Orientation and Training Day |  |  |
| 07/07/2017 | 08/07/2017 | Set up venue |  |  |
| 08/07/2017 | 08/07/2017 | Run the festival |  |  |
| 09/07/2017 | 09/07/2017 | Pack up/tidy up venue |  |  |
| 09/07/2017 | 31/08/2017 | Feedback to funders |  |  |

Activity Examples: Planning Meeting, Auditions, Contracting, Rehearsal, Costume Design, Performances