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| **Name of Individual / Organisation** | RED Gallery |
| **Name of Project** | REDboard |

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** | **STATUS** | **NOTES** |
|  |  |  | COMPLETE / ON-TIME / BEHIND |  |
| 01/06/2016 | 01/07/2016 | Write text interpretation and call outs for the billboards |  |  |
| 01/07/2016 | 01/08/2015 | Design REDboard template and any other new marketing imagery |  |  |
| 01/08/2016 | 01/11/2016 | Source artists for each month of REDboard |  |  |
| 01/11/2016 | 01/11/2016 | Have all artists confirmed for REDboard |  |  |
| 01/11/2016 | 25/12/2016 | Start promoting REDboard launch and launch event/performance |  |  |
| 30/12/2016 | 01/01/2017 | JCDecaux to install first REDboard |  |  |
| 02/01/2017 | 02/01/2017 | REDboard launch event/performance with first artist |  |  |
| 02/01/2017 | 02/01/2017 | Collate evaluation data and summarise  |  |  |
| 15/01/2017 | 01/02/2017 | Promote second instalment of REDboard |  |  |
| 30/01/2017 | 31/01/2017 | JCDecaux to install REDboard 2 |  |  |
| 01/02/2017 | 01/02/2017 | Launch of REDboard 2 with event/performance |  |  |
| 02/02/2017 | 02/02/2017 | Collate evaluation data and summarise |  |  |
| 15/02/2017 | 01/03/2017 | Promote third instalment of REDboard |  |  |
| 27/02/2017 | 28/02/2017 | JCDecaux to install REDboard 3 |  |  |
| 01/03/2017 | 01/03/2017 | Launch of REDboard 3 with event/performance |  |  |
| 02/03/2017 | 02/03/2017 | Collate evaluation data and summarise |  |  |
| 15/03/2017 | 01/04/2017 | Promote fourth instalment of REDboard |  |  |
| 30/03/2017 | 31/03/2017 | JCDecaux to install REDboard 4 |  |  |
| 01/04/2017 | 01/04/2017 | Launch of REDboard 4 with event/performance |  |  |
| 02/04/2017 | 02/04/2017 | Collate evaluation data and summarise |  |  |
| 14/04/2017 | 30/04/2017 | Promote fifth instalment of REDboard |  |  |
| 29/04/2017 | 30/04/2017 | JCDecaux to install REDboard 5 |  |  |
| 01/05/2017 | 01/05/2017 | Launch of REDboard 5 with event/performance |  |  |
| 02/05/2017 | 02/05/2017 | Collate evaluation data and summarise |  |  |
| 14/05/2017 | 01/06/2017 | Promote sixth instalment of REDboard |  |  |
| 30/05/2017 | 31/05/2017 | JCDecaux to install REDboard 6 |  |  |
| 01/06/2017 | 01/06/2017 | Launch of REDboard 6 with event/performance |  |  |
| 02/06/2017 | 02/06/2017 | Collate evaluation data and summarise |  |  |
| 14/06/2017 | 30/06/2017 | Promote seventh instalment of REDboard |  |  |
| 29/06/2017 | 30/06/2017 | JCDecaux to install REDboard 7 |  |  |
| 01/07/2017 | 01/07/2017 | Launch of REDboard 7 with event/performance |  |  |
| 02/07/2017 | 02/07/2017 | Collate evaluation data and summarise |  |  |
| 14/07/2017 | 31/07/2017 | Promote eighth instalment of REDboard |  |  |
| 30/07/2017 | 31/07/2017 | JCDecaux to install REDboard 8 |  |  |
| 01/08/2017 | 01/08/2017 | Launch of REDboard 8 with event/performance |  |  |
| 02/08/2017 | 02/08/2017 | Collate evaluation data and summarise |  |  |
| 14/08/2017 | 31/08/2017 | Promote ninth instalment of REDboard |  |  |
| 30/08/2017 | 31/08/2017 | JCDecaux to install REDboard 9 |  |  |
| 01/09/2017 | 01/09/2017 | Launch of REDboard 9 with event/performance |  |  |
| 02/09/2017 | 02/09/2017 | Collate evaluation data and summarise |  |  |
| 14/09/2017 | 30/09/2017 | Promote tenth instalment of REDboard |  |  |
| 29/09/2017 | 30/09/2017 | JCDecaux to install REDboard 10 |  |  |
| 01/10/2017 | 01/10/2017 | Launch of REDboard 10 with event/performance |  |  |
| 02/10/2017 | 02/10/2017 | Collate evaluation data and summarise |  |  |
| 14/10/2017 | 31/10/2017 | Promote eleventh instalment of REDboard |  |  |
| 30/10/2017 | 31/10/2017 | JCDecaux to install REDboard 11 |  |  |
| 01/11/2017 | 01/11/2017 | Launch of REDboard 11 with event/performance |  |  |
| 02/11/2017 | 02/11/2017 | Collate evaluation data and summarise |  |  |
| 14/11/2017 | 30/11/2017 | Promote twelfth instalment of REDboard |  |  |
| 29/11/2017 | 30/11/2017 | JCDecaux to install REDboard 12 |  |  |
| 01/12/2017 | 01/12/2017 | Launch of REDboard 12 with event/performance |  |  |
| 02/12/2017 | 02/12/2017 | Collate evaluation data and summarise |  |  |
| 30/12/2017 | 30/12/2017 | REDboard closing party |  |  |
| 01/01/2018 | 31/01/2018 | Evaluate the whole year of REDboard and write formal evaluation |  |  |

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