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| **Name of Individual / Organisation** | Goodwin Development Trust |
| **Name of Project** | Terrace Enders |

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 |  |
| July 2016 | August 2016 | Assumed date of funding confirmation. Grant agreement with Hull2017. Publicity embargo until official announcement. |  |  |
| September 2016 | September 2016 | Commence marketing and PR. Issue press release/update web sites/social media.  |  |  |
| September 2016 | September 2016 | Project set up meeting with key partners. Review project timetable, budget in light of grant offer/agreement. |  |  |
| September 2016 | October 2016 | Confirmation of project with artists to block space in 2017 diaries. Draft artists’ briefs. |  |  |
| September 2016 | November 2016 | Detailed site assessments. Decision on choice of sites. Preliminary site risk assessments. Liaison with Highways re path closures.  |  |  |
| September 2016 | November 2016 | Draft legal agreements with wall owners. Agree heads of terms. Confirm plans/responsibilities for longer-term maintenance with owners/HGHG. |  |  |
| September 2016 | October 2016 | Recruit additional Hull-based artist as 4th member of the mural team & 2 x former/students as assistants.  |  |  |
| October 2016 | October 2016 | Sign off contractual agreements with artists.  |  |  |
| October 2016 | December 2016 | Phase one community consultation – identify selection of key themes and subjects for murals. |  |  |
| November 2016 | December 2016 | Conclude final written agreements with wall owners by end of year. |  |  |
| December 2016 | February 2017 | Phase two community consultation. Sketch proposals developed by artists and considered by community stakeholders. Preferred designs selected. |  |  |
| February 2017 | March 2017 | Artists work up full designs.  |  |  |
| February 2017 | March 2017 | Update/finalise risk assessment. Order paint/materials. Book scaffolding & cherry picker. Reserve artists’ flights & accommodation. |  |  |
| April 2017 | May 2017 | Installation: Exact timing subject to weather. Erect scaffolding. Close off/re-route pavement. Artistic team and volunteers paint murals. |  |  |
| May 2017 | May 2017 | Mid-May – High profile celebration/launch event with associated PR.  |  |  |
| August 2016 | May 2017 | Ongoing marketing & PR/social media coverage. Photo & video documentation. |  |  |
| May 2017 | December 2017 | 2 x new murals on open public display throughout remainder of 2017 – (and beyond). HGHG & Goodwin collaborate to ensure maintenance. |  |  |

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