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| **Name of Individual / Organisation** | Goodwin Development Trust |
| **Name of Project** | I Wish to Communicate With You (IWTCWY) |

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. | COMPLETE |  |
| August 2016  | September 2016 | Co-ordination with Hull2017 re preferred IWTCWY ‘switch on’ date, including marketing and PR for 1st Jan 2017. | COMPLETE  | ‘switch-on’ occurred 16th January 2017 |
| September 2016 | September 2016 | Project set up meeting with key partners. Review project timetable, budget in light of grant offer/agreement. | COMPLETE |  |
| September 2016 | October 2016 | Meetings with and written permissions from Hull City Council/Housing re final choice of tower blocks for communal lighting installations. (Currently we assume Season1 installation at end of December 2016.) | COMPLETE | ‘season changes’ – not included now due to increased costs in doing that.  |
| September 2016 | October 2016 | Confirmation of project with artist/lighting consultant. Draft & sign off contracts/briefs. Book advance meeting/tech installation dates. Book photographer/videomaker to ensure project fully documented, start to end. | COMPLETE |  |
| September 2016 | October 2016 | Plan dates and publicise local consultation/participant recruitment events for each block.  | COMPLETE |  |
| September 2016 | October 2016 | Detailed site assessment/Risk assessment for communal lighting installation in each block. Lux levels report.  | COMPLETE | Element 3 Design |
| September 2016 | October 2016 | Recruit TARA local residents and Hull college student volunteers to assistant as volunteers with consultation/recruitment of families to participate | ON TIME | No Hull College students involved. |
| October 2016 | November 2016 | Tower block open events & door-knocking/leafleting- advance consultation/recruitment of families to participate. | ON TIME | Consultation continues with each block installation. |
| October 2016 | October 2016 | Order pre-cut colour filter well in advance. Book tech crew for December installation dates.  | ON TIME |  |
| December 2016 | December 2017 | Season 1 - Brief/train tech crew. Tech crew install Season 1 colour filters in communal lighting areas. Colour filter sheets distributed to all participating families for inclusion in own windows. (Note: Each installation takes 6 days. Lighting scheme will gradually “appear” over the course of the week.) | ON TIME | Installation is much quicker than anticipated – e.g. Melville St & New Michael St (3 blocks) installed in 2-days. |
| December 2016 | January 2017 | Project ‘launch’ - Issue press release/update web sites/social media. (Exact dates co-ordinated with Hull2017) | COMPLETE |  |
| January 2017 | December 2017 | Lighting scheme on display.  | COMPLETE | Lights went ‘live’ 16th January 2017 |
| December 2017 | December 2017 | Launch documentary video of IWTCWY online – (poetic interpretation showcasing all aspects of project creation, participation, and public impact.) | COMPLETE |  |
| December 2016 | December 2017 | On-going marketing and PR, social media/web updates throughout the year.  | ON TIME |  |
| January 2018 | January 2018 | Completion of evaluation/case study. Financial and project reporting to funders. |  |  |

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