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| **Name of Individual / Organisation** | A Song for Hull by Hull Children’s University, Hull and East Yorkshire NHS Choir and HPSS Events Associates Ltd |
| **Name of Project** | A Song for Hull |

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** |
| June 2016 | June 2016 | Funders sourcedCriteria and focus written in full | COMPLETED / ON-TIME / NOTES |  |
| July 2016 | August 2016 | Personnel researched and appointedPersonnel contractedAll venues chosen and confirmedGrant applications completedCosting completed Sponsor list completedContingent venue researchedMarketing and branding designed and createdSponsorship proposals createdSponsorship proposals issuedSchool proposal created |  |  |
| September 2016 | December 2016 | Schools approached and recruitedMusic programme designed and compilation commencedMusic sheets and backing tracks researchedChoirs approached and recruitedLocal authority culture team approached with written proposalSocial media created for communicationsRehearsals in school to commenceMusical director to create programmeSchools and choirs to be in contact with Liaison co-ordinatorJonathan Ansell’s programme to be put in placePress and media coverage to commence |  |  |
| January 2017 | February 2017 | Rehearsals to continueSchool visits to be held and coordinatedSponsors to be finalised and contractedTicket outlets to be arrangedTickets to go on saleEarly release and VIPGuests to be invitedVolunteers recruitment commencesCaterers to be bookedSecurity to be arranged and finalisedOther manpower to be arrangedSite crew to be agreed and arrangedSound and lighting to be discussed Technical crew to be briefed  |  |  |
| March 2017 | July 2017 | Choir visits and rehearsals to continueJonathan Ansell to visit Media and press campaign continuesLighting and sound to be designedSet to be designed to budgetDraft production schedule to be producedEvent management plan draft to be producedTechnical crew to be briefedTicket sales to continue to be promoted VIP booking to be ongoingESAG meeting to be arrangedProgramme advertising sales to commence |  |  |
| August 2017 | August 2017 | Health and safety documents to be finalised and put in placeVolunteers trainedJonathan Ansell to come for a second visitSecond draft documents sent to ESAGProgramme advertiser sales continueMedia and sales ongoing |  |  |
| September 2017 | September 2017 | EMP to be finalised Group rehearsals to beginRadio interviews to be arrangedMarketing ongoingProduction schedule to be issued – final |  |  |
| October 2017 | October 2017 | Group rehearsals to be arrangedProgrammes design and print to be finalised |  |  |
| Show day |  | Production schedule to be followedLast rehearsal in situ |  |  |
| October 2017 |  | THE SHOW |  |  |
| Post show |  | Meetings and de briefAccounts and final accountEvaluation and reportingFinal report back to City of Culture |  |  |
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Activity Examples: Planning Meeting, Auditions, Contracting, Rehearsal, Costume Design, Performances