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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 sourced  Criteria and focus written in full | COMPLETED / ON-TIME / NOTES |  |
| July 2016 | August 2016 | Personnel researched and appointed  Personnel contracted  All venues chosen and confirmed  Grant applications completed  Costing completed  Sponsor list completed  Contingent venue researched  Marketing and branding designed and created  Sponsorship proposals created  Sponsorship proposals issued  School proposal created |  |  |
| September 2016 | December 2016 | Schools approached and recruited  Music programme designed and compilation commenced  Music sheets and backing tracks researched  Choirs approached and recruited  Local authority culture team approached with written proposal  Social media created for communications  Rehearsals in school to commence  Musical director to create programme  Schools and choirs to be in contact with Liaison co-ordinator  Jonathan Ansell’s programme to be put in place  Press and media coverage to commence |  |  |
| January 2017 | February 2017 | Rehearsals to continue  School visits to be held and coordinated  Sponsors to be finalised and contracted  Ticket outlets to be arranged  Tickets to go on sale  Early release and VIP  Guests to be invited  Volunteers recruitment commences  Caterers to be booked  Security to be arranged and finalised  Other manpower to be arranged  Site crew to be agreed and arranged  Sound and lighting to be discussed  Technical crew to be briefed |  |  |
| March 2017 | July 2017 | Choir visits and rehearsals to continue  Jonathan Ansell to visit  Media and press campaign continues  Lighting and sound to be designed  Set to be designed to budget  Draft production schedule to be produced  Event management plan draft to be produced  Technical crew to be briefed  Ticket sales to continue to be promoted  VIP booking to be ongoing  ESAG meeting to be arranged  Programme advertising sales to commence |  |  |
| August 2017 | August 2017 | Health and safety documents to be finalised and put in place  Volunteers trained  Jonathan Ansell to come for a second visit  Second draft documents sent to ESAG  Programme advertiser sales continue  Media and sales ongoing |  |  |
| September 2017 | September 2017 | EMP to be finalised  Group rehearsals to begin  Radio interviews to be arranged  Marketing ongoing  Production schedule to be issued – final |  |  |
| October 2017 | October 2017 | Group rehearsals to be arranged  Programmes design and print to be finalised |  |  |
| Show day |  | Production schedule to be followed  Last rehearsal in situ |  |  |
| October 2017 |  | THE SHOW |  |  |
| Post show |  | Meetings and de brief  Accounts and final account  Evaluation and reporting  Final report back to City of Culture |  |  |
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Activity Examples: Planning Meeting, Auditions, Contracting, Rehearsal, Costume Design, Performances