

Thursday 01 Dec

Completion Date	Action		Completed?
<b>September</b>			
September	Ongoing work around live programme	ALL	X
Early Sep	Nova begin work, first installment of fee paid	Nova/HU/MO	X
Early Sep	Commissioned Anna Bean for visual identity of project	MO	X
Mid Sep	Hull 2017 meetings arranged	ALL	X
Mid Sep	Commissioned St Etienne and Jim O'Rourke for BBC CO performance	MO	X
Thursday 22 Sep	Launch of Hull 2017 Season	ALL	X
Thursday 22 Sep	Peter Cusack in Hull working with University of Hull & Nova	Nova	X
<b>October</b>			
October	Ongoing work around live programme	ALL	X
Thursday 13 Oct	Meet with local artists Steve Cobby & Revenu	ALL	X
Thursday 13 Oct	Meet with Hull 2017 staff, J-Night and Nova	ALL	X
Thursday 13 Oct	Briefed Anna Bean re design work for brochure	MO	X
Friday 14 Oct	Meeting with Jenny Hutt, Liz Neal, & Hull 2017 re communications	ALL	X
Friday 14 Oct	Meeting with BBC CO, Will Gregory and J-Night at Hull City Hall	JC/MO/AL	X
<b>November</b>			
November	Ongoing work around live programme	ALL	X
Early Nov	Nova paid second installment	HU	X
Early Nov	Invoice issued to Hull2017 for John Cumming freelance fee (£2000+VAT)	MO/HU	X
Early Nov	Invoices for Phase 1 R&D work sent to Hull 2 x £35,000+VAT	MO/HU	X
Early Nov	Hotel requirements sent to Hull 2017/hotels held (BBC booking sperately)	MO/HU	X
by 09 Nov	Volunteer outline sent to Hull2017	MO/RT/HU	X
Mid Nov	Hull2017 finalise booklet proof	HULL	X
Mid Nov	Press release sent out	Cornershop	X
Mid Nov	Send final artwork for Basil Kirchin booklet to print	PM/MO/HU	X
13-16 Nov	FSOH / Peter Cusack working with University of Hull / Favourite Sounds of Hull	HU	X
Mid Nov	Basil Kirchin Booklet distributed to Hull/surrounding area	HULL	X
End Nov	Schedule regular Hull meetings for JC/MO/RT/BL in company diary	HU	X
<b>December</b>			
December	Ongoing work around live programme	ALL	X
Early-Mid Dec	ALL artist contracts issued	JC/MO/BL	
Early Dec	Risk Assessments drafted	RT/J-Night	
Early Dec	Discuss recording arrangements with BBC	RT/BL	
Early Dec	Confirm hotel arrangements with Hull/BBC - rooming lists and number of rooms	MO/RT	X
Early Dec	Transport arrangements drafted	BL/RT	X
by Wednesday 7 Dec	Final volunteer request sent to Hull2017/Sarah Rule via <a href="https://h2017.formstack.com/forms/volunteer_request_wave_2_b">https://h2017.formstack.com/forms/volunteer_request_wave_2_b</a>	RT/MO	
Monday 12 Dec	ALL touring parties confirmed	RT/MO	
Monday 12 Dec	Draft tech riders received, working specs and quotes drafted	RT/J-Night	
Friday 16 Dec	Meetings in Hull / Hull 2017, Serious, J-Night, Nova, Hull City Hall (confirmed)	RT	
End Dec	Event staffing plan DRAFTED (Serious / Hull / Venue / Freelancers)	RT/J-Night	
End Dec	Compere plan decided	JC/MO/J-Night	
End Dec	All Hull City Hall venue schedules finalised and sent	RT/BL	

<b>January</b>			
<b>Early Jan</b>	Accreditation agreed with Hull (AAA passes etc)	RT	
<b>Early Jan</b>	Walk in Music - decided and organised	ALL	
<b>Early Jan</b>	Backstage plan - decide on how to brand in conjunction with Hull2017	MO/RT/Hull2017	
<b>Early Jan</b>	Production meeting with Hull City Hall - (to be arranged if necessary)	RT	
<b>Early Jan</b>	Alcohol & catering review for backstage	RT	
<b>Early Jan</b>	Pay artist deposits	BL	
<b>Early Jan</b>	Lighting Designer briefing	JC/RT	
<b>Mid Jan</b>	ALL transport arrangements confirmed and booked	RT/BL	
<b>Mid Jan</b>	ALL HULL CITY HALL VENUE SCHEDULES FINALISED AND SENT	RT/BL	
<b>Mid Jan</b>	Event staffing plan FINALISED (Serious / Hull / Venue / Freelancers)	RT	
<b>Mid Jan</b>	Risk Assessment sent to venue	RT	
<b>Mid Jan</b>	Order alcohol, backstage & catering supplies	RT	
<b>by 16 Jan</b>	Draft AV requirements received from Hull 2017 & Nova & St Etienne (visuals)	RT	
<b>by 16 Jan</b>	Deadline for receiving final charts / arrangements for BBC CO event.	RT	
<b>by 17 Jan</b>	ALL ARTIST SCHEDULES SENT OUT	BL	
<b>End Jan</b>	Final tech riders confirmed, quotes finalised	RT	
<b>End Jan</b>	Cash requests to finance	MO/RT/BL	
<b>End Jan</b>	Final AV requirements received from Hull 2017 & Nova (visuals)	RT	
<b>February</b>			
<b>Early Feb</b>	Final tweaks to tech riders, final quotes confirmed and saved to dropbox	RT / BL	
<b>01-09 Feb</b>	No specific actions - free for final advance / problem solving!	ALL	
<b>Wednesday 15 Feb</b>	Collect cash order from finance	MO	
<b>Thursday 16 Feb</b>	Serious production (RT, MO, JC, BL + other crew) party arrive in Hull	ALL	
<b>Thursday 16 Feb</b>	Prepare catering.backstage arrangements at venue and backstage branding	RT	
<b>17-19 Feb</b>	<b>Basil Kirchin Weekender</b>	ALL	
<b>week of 20 Feb</b>	Pay artist balances (check recharges first)	MO/RT	
<b>20-25 Feb</b>	Update actuals in show budget	ALL	
<b>March</b>			
<b>before 03 March</b>	All Show reports & PRS forms returned to Serious	Hull City Hall	
<b>Early March</b>	Review overall Production budget	MO/RT	
<b>Early March</b>	All suppliers and hotels paid	ALL	
<b>April</b>			
<b>TBC</b>	Final statement of income and expenditure against budget, signed by finance officer, and submitted to Hull2017	ALL	
<b>TBC</b>	Complete evaluation report of the production	ALL	
<b>TBC</b>	Invoice for phase 2 payment / balance of fee once the statement of income/expenditure and evaluation report have been submitted	MO	
<b>May</b>			
<b>June</b>			
<b>July</b>			
<b>August</b>			
<b>September</b>			
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