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| **Name of Individual / Organisation** | The Warren |
| **Name of Project** | Art Celebrating Equality Festival |

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** |
|  |  |  | COMPLETED / ON-TIME / BEHIND |  |
|  |  | Planning |  |  |
| 15 November 2015 | 20 November 2017 (ongoing) | A steering group has been formed (Nov 2015) developing partnerships with women workers from creative industries & the health sector to support the management, planning, delivery, marketing and evaluation of the project.  The group so far has achieved the following : |  |  |
| 15 November 2015 | 15 January 2016 | Researched the need for a visual arts festival and devised a strategy that has and will continue to involve young women in the decision making processes and planning. |  |  |
| 15January 2016 | 21 March 2016 | Designed an 'Artist Call-out' and proposal brief directing artists to submit submissions that are fit for purpose & within budget. The 5 artists have been secured (subject to funding) and confirmed their availability for all dates of the planned festival. |  |  |
| 15 January 2016 | 21 March 2016 | The steering group has produced a timeline to deliver 4 events that have been planned with the artist’s proposals, and artists have received workshop schedules. |  |  |
| 15 January 2016 | 20 November 2017 (ongoing) | Worked closely with creatives insuring the festival fits in with Freedom Festival and The City of Culture's offer. |  |  |
| 10 March 2016 | 4 April 2016 | Secured commitment from partner organisations: Cornerhouse CVS, Psyher, Goodwin and Indigo Moon (subject to funding) supporting the outreach needs of the festival. Informed Warren staff of the festival dates ensuring workers' commitment to the festival. |  |  |
| 12/03/ 2016 | 10/04/ 2016 | Devised a marketing plan with young women with key marketing dates to promote the festival both during the bid assessment and after funding is secured. |  |  |
| 14 /03/ 2016 | 16 /04/ 2016 | Informed 150 young people about the festival (subject to funding) through the young women's steering group, the Warren's open access space and weekly parliament meeting the Thing. |  |  |
| 20 /03/ 2016 | 16/04/ 2016 | In addition a documentary film maker & a researcher have been secured (subject to funding) and evaluation tool kits/monitoring systems are in place. |  |  |
| 20/03/ 2016 | 16 /04/ 2016 | A set of SMART creative outcomes have been devised by the steering  group and young women to measure the festival |  |  |
| 18 /04/ 2016 | 18/04/ 2016 | Submitted a bid to The Arts Council England to fund festival. |  |  |
| 20/05/2016 | 16/05/2016 | Submitted a bid to Creative Communities to fund festival. |  |  |
| 13 / 07/ 2016 | 23 July / 2016 | Outcome of both bids. |  |  |
| |  |  | | --- | --- | | 01/08/2016 |  | | 08/08/2016 | Conclusion of project planning including Phase 1 confirmation, outreach & Phase 2 workshop schemes. |  |  |
|  |  | Marketing |  |  |
| 04/08/2016 | 20/11/2017 | Marketing throughout the life of the festival, building to each event, performance and exhibition. |  |  |
|  |  | The Pilot Festival –The Main Site  *Funded by ACE* |  |  |
| |  | | --- | | 05/08/2016 | | |  | | --- | | 12/08/2016 | | Purchase of equipment (for the pilot event workshops). |  |  |
| |  |  | | --- | --- | | 09/08/2016 |  | | 12/08/2016 | Workshop planning for Phase 1 (Lead Artists). |  |  |
| 25/08/2016 | 03/09/2016 | Documentary Filming of Festival  Lead Artist Fly Girl Films |  |  |
| 25/08/2016 | 25/08/2016 | |  |  | | --- | --- | |  |  | |  | 2 sessions of taster workshops at The Warren delivered by lead artist: Bee Willey (Illustration and graphic design). | |  |  |
| 25/08/2016 | 25/08/2016 | 2 sessions of taster workshops at The Warren delivered by Lead artist: Joanne Coates (photography) |  |  |
| 25/08/2016 | 25/08/2016 | 2 sessions of taster workshops at The Warren delivered by lead artist: Catherine Scott (poetry). |  |  |
| 25/08/2016 | 25/08/2016 | 2 sessions of taster workshops at The Warren delivered by Lead artist: Anna Ingleby (puppeteer). |  |  |
| 26/08/2016 | 26/08/2016 | 2 sessions of taster workshops at The Warren delivered by Lead artist: Bee Willey (Illustration and graphic design). |  |  |
| 26/08/2016 | 26/08/2016 | 2 sessions of taster workshops at The Warren delivered by Lead artist: Joanne Coates (photography) |  |  |
| 26/08/2016 | 26/08/2016 | 2 sessions of taster workshops at The Warren delivered by Lead artist: Catherine Scott (poetry). |  |  |
| 26/08/2016 | 26/08/2016 | 2 sessions of taster workshops at The Warren delivered by Lead artist: Anna Ingleby (puppeteer). |  |  |
| 31/08/2016 | 31/08/2016 | 2 sessions of workshops at The Warren to create an illustrated digital book delivered by Lead artist: Bee Willey (Illustration and graphic design). |  |  |
| 31/08/2016 | 31/08/2016 | 2 sessions of workshops at The Warren to create a magazine with Lead artist: : Joanne Coates (photography). |  |  |
| 31/08/2016 | 31/08/2016 | 2 sessions of workshops at The Warren to create a poetry performance with Lead artist: Catherine Scott. |  |  |
| 31/08/2016 | 31/08/2016 | 2 sessions of workshops at The Warren to create a puppet performance with Lead artist: Anna Ingleby. |  |  |
| 01/09/2016 | 01/09/2016 | 2 sessions of workshops at The Warren to create an illustrated digital book with Lead artist: Bee Willey (Illustration and graphic design). |  |  |
| 01/09/2016 | 01/09/2016 | 2 sessions of workshops at The Warren to create a magazine with Lead artist: : Joanne Coates (photography). |  |  |
| 01/09/2016 | 01/09/2016 | 2 sessions of workshops at The Warren to create a poetry performance with Lead artist: Catherine Scott. |  |  |
| 01/09/2016 | 01/09/2016 | 2 sessions of workshops at The Warren to create a puppet performance with Lead artist: Anna Ingleby. |  |  |
| 02/09/2016 | 02/09/2016 | 2 sessions of workshops at The Warren to create an illustrated digital book with Lead artist: Bee Willey (Illustration and graphic design). |  |  |
| 02/09/2016 | 02/09/2016 | 2 sessions of workshops at The Warren to create a magazine with Lead artist: Joanne Coates (photography). |  |  |
| 02/09/2016 | 02/09/2016 | 2 sessions of workshops at The Warren to create a poetry performance with Lead artist: Catherine Scott. |  |  |
| 02/09/2016 | 02/09/2016 | 2 sessions of workshops at The Warren to create a puppet performance with Lead artist: Anna Ingleby. |  |  |
| 03/09/2016 | 03/09/2016 | Presentation of Digital Book at Freedom Festival Book Fair with Lead artist: Bee Willey |  |  |
| 03/09/2016 | 03/09/2016 | Presentation of magazine at Freedom Festival Book Fair: Lead artist Joanne Coates |  |  |
| 03/09/2016 | 03/09/2016 | Performance at Freedom Festival Spoken word tent: Lead artist Catherine Scott |  |  |
| 03/09/2016 | 03/09/2016 | Puppetry performance at The Warren: Lead artist Anna Ingleby |  |  |
| 07/09/2016 | 07/09/2016 | Feedback to young people at The Warren's Thing meeting: Lisa Wedgner (Festival manager) |  |  |
| 10/09/2016 | 27/09/2016 | Editing of Documentary Film  Fly Girl Films |  |  |
| 30/09/2016 | 7/10/2016 | Evaluation period of pilot:  Lisa Wedgner (Festival Manager), Steering group members, Lead Artists, Documentary film maker. |  |  |
|  |  | International Women’s Day Performance  *Funded by Creative Communities.* |  |  |
| 01/03/2017 | 01/03/2017 | Promote the Women Of the World festival (WOW) at Thing |  |  |
| 08/03/2017 | 08/03/2017 | Young women practice & present poetry performances from pilot during the WOW festival with Lead Artist: Catherine Scott. |  |  |
|  |  | Developed Festival – Outreach  *Funded by ACE* |  |  |
| 02/05/2017 | |  |  | | --- | --- | |  | 03/05/2017 | | Workshop planning for Psypher Outreach  Lead Artist: Sarah Pennington (Found Objects Contemporary Art workshops) |  |  |
| 16/05/2017 | 16/05/2017 | Introductory workshop session at Psypher  Festival manager and Lead Artist: Sarah Pennington |  |  |
| 23/05/2017 | 23/05/2017 | Workshop session at Psypher  Lead Artist: Sarah Pennington |  |  |
| 30/05/2017 | 30/05/2017 | Workshop session at Psypher  Lead Artist: Sarah Pennington |  |  |
| 06/06/2017 | 06/06/2017 | Workshop session at Psypher  Lead Artist: Sarah Pennington |  |  |
| 13/06/2017 | 13/06/2017 | Set up Contemporary Art Exhibition at The Warren  Lead Artist: Sarah Pennington |  |  |
| 14/06/2017 | 28/06/2017 | Contemporary Art Exhibition |  |  |
| 20/06/2017 | 28/06/2017 | Evaluation period of Psypher outreach & Exhibition  Festival Manager, Steering group & Lead Artist Sarah Pennington |  |  |
| 03/07/2017 | 03/07/2017 | Steering group meeting to organise and risk assess Indigo Moon outreach  Festival Manager / Health Agency workers / Lead Artists Catherine Scott and Anna Ingleby |  |  |
| 04/07/2017 | 07/07/2017 | Workshop planning for Indigo Moon outreach by artists |  |  |
| 11/07/2017 | 11/07/2017 | 2 workshop sessions at Indigo Moon Theatre with Lead Artist Catherine Scott (Spoken Word) |  |  |
| 11/07/2017 | 11/07/2017 | 2 workshop sessions at Indigo Moon Theatre with Lead Artist Anna Ingleby (Puppetry) |  |  |
| 12/07/2017 | 12/07/2017 | 2 workshop sessions at Indigo Moon Theatre with Lead Artist Catherine Scott (Spoken Word) |  |  |
| 12/07/2017 | 12/07/2017 | 2 workshop sessions at Indigo Moon Theatre with Lead Artist Anna Ingleby (Puppetry) |  |  |
| 13/07/2017 | 13/07/2017 | 2 workshop sessions at Indigo Moon Theatre with Lead Artist Catherine Scott (Spoken Word) |  |  |
| 13/07/2017 | 13/07/2017 | 2 workshop sessions at Indigo Moon Theatre with Lead Artist Anna Ingleby (Puppetry) |  |  |
| 14/07/2017 | 14/07/2017 | 2 workshop sessions at Indigo Moon Theatre with Lead Artist Catherine Scott (Spoken Word) |  |  |
| 14/07/2017 | 14/07/2017 | 2 workshop sessions at Indigo Moon Theatre with Lead Artist Anna Ingleby (Puppetry) |  |  |
| 19/07/2017 | 19/07/2017 | Puppetry & Spoken Word Performance at Indigo Moon Theatre |  |  |
| 21/07/2017 | 04/08/2017 | Evaluation period for Indigo Moon Outreach |  |  |
| 07/08/2017 | 11/08/2017 | Festival manager, Steering group members, Lead Artists & Documentary film maker. |  |  |
|  |  | Developed Festival – Main Site  *Funded by ACE & Creative Communities.* |  |  |
| 14/08/2017 | 19/08/2017 | Purchase / Hire of equipment (e.g projector)  Festival Manager |  |  |
| 20/08/2017 | 23/08/2017 | Workshop planning by Lead artists |  |  |
| 24/08/2017 | 02/09/2017 | Documentary Filming of Festival  Lead Artist Fly Girl Films  *Funded by Creative Communities* |  |  |
| 24/08/2017 | 24/08/2017 | 2 sessions of taster workshops at The Warren with lead artist Bee Willey (Illustration and graphic design) |  |  |
| 24/08/2017 | 24/08/2017 | 2 sessions of taster workshops at The Warren with Lead artist Joanne Coates (photography).  *Funded by Creative Communities* |  |  |
| 24/08/2017 | 24/08/2017 | 2 sessions of taster workshops at The Warren with lead artist Catherine Scott (poetry) |  |  |
| 24/08/2017 | 24/08/2017 | 2 sessions of taster workshops at The Warren with Lead artist Anna Ingleby (puppeteer) |  |  |
| 25/08/2017 | 25/08/2017 | 2 sessions of taster workshops at The Warren with lead artist Bee Willey (Illustration and graphic design) |  |  |
| 25/08/2017 | 25/08/2017 | 2 sessions of taster workshops at The Warren with Lead artist Joanne Coates (photography).  *Funded by Creative Communities* |  |  |
| 25/08/2017 | 25/08/2017 | 2 sessions of taster workshops at The Warren with lead artist Catherine Scott (poetry) |  |  |
| 25/08/2017 | 25/08/2017 | 2 sessions of taster workshops at The Warren with Lead artist Anna Ingleby (puppeteer) |  |  |
| 30/08/2017 | 30/08/2017 | 2 sessions of workshops at The Warren to create a second illustrated digital book with lead artist Bee Willey (Illustration and graphic design). |  |  |
| 30/08/2017 | 30/08/2017 | 2 sessions of workshops at The Warren to create an online magazine with Lead artist Lead artist Joanne Coates (Photography)  *Funded by Creative Communities* |  |  |
| 30/08/2017 | 30/08/2017 | 2 sessions of workshops at The Warren to create a new poetry performance with Lead artist Catherine Scott (Poetry) |  |  |
| 30/08/2017 | 30/08/2017 | 2 sessions of workshops at The Warren to create a new puppet performance with lead artist Anna Ingleby (Puppetry) |  |  |
| 31/08/2017 | 31/08/2017 | 2 sessions of workshops at The Warren to create a second illustrated digital book with lead artist Bee Willey (Illustration and graphic design). |  |  |
| 31/08/2017 | 31/08/2017 | 2 sessions of workshops at The Warren to create an online magazine with Lead artist Lead artist Joanne Coates (Photography)  *Funded by Creative Communities* |  |  |
| 31/08/2017 | 31/08/2017 | 2 sessions of workshops at The Warren to create a new poetry performance with Lead artist Catherine Scott (Poetry) |  |  |
| 31/08/2017 | 31/08/2017 | 2 sessions of workshops at The Warren to create a new puppet performance with lead artist Anna Ingleby (Puppetry) |  |  |
| 1/09/2017 | 1/09/2017 | 2 sessions of workshops at The Warren to create a second illustrated digital book with lead artist Bee Willey (Illustration and graphic design). |  |  |
| 1/09/2017 | 1/09/2017 | 2 sessions of workshops at The Warren to create and launch an online magazine with Lead artist Lead artist Joanne Coates (Photography)  *Funded by Creative Communities* |  |  |
| 1/09/2017 | 1/09/2017 | 2 sessions of workshops at The Warren to create a new poetry performance with Lead artist Catherine Scott (Poetry) |  |  |
| 1/09/2017 | 1/09/2017 | 2 sessions of workshops at The Warren to create a new puppet performance with lead artist Anna Ingleby (Puppetry) |  |  |
| 02/09/2017 | 02/09/2017 | Lead Artist: Bee Willey to project images of YP illustrations as back drop to performances at Freedom Festival |  |  |
| 02/09/2017 | 02/09/2017 | Lead Artist: Joanne Coates to project images of YP photography as back drop to performances at Freedom Festival  *Funded by Creative Communities* |  |  |
| 02/09/2017 | 02/09/2017 | Poetry performance with projected back drop at the Warren during Freedom |  |  |
| 02/09/2017 | 02/09/2017 | Puppetry performance with projected back drop at the Warren during Freedom |  |  |
| 04/09/2017 | 04/10/2017 | Editing of Documentary Film  Fly Girl Films  *Funded by Creative Communities* |  |  |
| 05/10/2017 | 05/10/2017 | Stream Documentary |  |  |
| 05/10/2017 | 06/11/2017 | Evaluation and collation of Research Report |  |  |
| 01/11/2017 | 20/11/2017 | Completion and submission of Funding/Project Reports |  |  |

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