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| **Name of Individual / Organisation** | Priory Primary School – Julia Mitchell and Louisa Waldron |
| **Name of Project** | The People of Priory 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** |
|  |  |  | COMPLETE / ON-TIME / BEHIND |  |
| September 2016 | December 2016 | * Staff Meeting – initial ideas regarding genre of art to be explored * Recruit ‘artists’ to lead workshops within the school (musicians/sculpture/art/dance) * Children to create a pitch for local business/community groups to commit to the event * Hiring of event facilities (stage ect..) |  |  |
| January 2017 | March 2017 | * Various planning meetings for timetabling / roles for the event / safety * A review of local business interests * Website completed –www.peopleofpriory.co.uk * Classes within the school starting to work with artists to create artwork to sell. |  |  |
| March 2017 | June 2017 | * Children continue to work with artists to create their pieces of art. * May 2017 a final list of businesses, artists, community groups confirmed. * May 2017 – final line up for the main stage. * Sculpture to be in the developing stages * Flyers to be created but not distributed. * Social media to be set up Twitter/ website |  |  |
| May 2017 | July 2017 | * Marketing – all forms and increasing in intensity towards the final date * Allocations of roles within the staff and community for the day * Final plans and timetabling * Confirmations and contracts finalised. * Rehearsal for groups within the school |  |  |
|  | Saturday July 8th 2017 | The People of Priory Festival |  |  |

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