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| **Name of Individual / Organisation** | Hull and East Yorkshire Hospitals NHS Trust |
| **Name of Project** | Born into a city of culture |

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 |  |
| Upon approval of project |  | Work closely with design team to prepare for commencement of project on 1st January 2017 | Complete |  |
| October 2016 | December 2016 | Publicise and discuss with pregnant women if they wish to participate in project. Produce leaflets and posters This work will continue throughout 2017 | Ongoing | Social media, midwife discussion at ante natal appointments  Artwork and explanation in foyer |
| December 2016 |  | Train midwives to produce quality footprints of babies | complete |  |
| December 2016 |  | Obtain supplies of footprint kits and cards | First 2 supplies and order set up for further supplies throughout the year | Need to be ordered in stages due to cost |
| 1st January 2017 |  | First footprint taken of 1st baby born in 2017, promote publicity of event | complete | Excellent publicity via media  First mum very happy for publicity |
| 1st January 2017 | 31st December 2017 | Take daily footprints of babies and store safely | Ongoing, January and February taken and scanned  System in place for year | To continue for full year |
| 31st January 2017 | 31st December 2017 | Design company to collect footprints monthly and complete a “tree” design for each month all seasonal and mount boards monthly to create a growing piece of art incorporating the footprints | Ongoing | January and February scanned, January board on display  Pull up banner with explanation of project on display |
| 31st December 2017 |  | Collect footprint of last baby born in 2017, promote publicity of event | Not applicable until 31st December 2017 |  |
| 1st January 2017 | 31st December 2017 | Chart progress of art by monthly photos and discuss with media promoting a growing timeline of the event | ongoing | Photos and stories being collected |
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Activity Examples: Planning Meeting, Auditions, Contracting, Rehearsal, Costume Design, Performances