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| **Name of Individual / Organisation** |  Hull and East Riding of Yorkshire Hindu Cultural Association-Reg Charity No: 1107469 |
| **Name of Project** | 1st HOLI- A CARNIVAL OF COLOURS |

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| **START DATE** | **END DATE** | **ACTIVITY / TASK** | **STATUS** | **NOTES** |
|  |  |  | COMPLETE / ON-TIME / BEHIND |  |
| February 2016 | May 2016 | Planning meeting for Grant Applications, Project concepts, ideas, draft, utube and online links to Outdoor Holi carnivals in UK, Europe. |  |  |
| May2016 |  | Funding application with CoC |  |  |
| May2016 | July2016 | Secure Funding for project |  |  |
| August2016 | November 2016 | Notify; confirm formal invitations to all artist groups, local community information. Reconfirm all key players and venue, technical support teams |  |  |
| November 2016 | December 2016 | First formal planning meetings; Formation of Task Groups and allocation of key lead roles, teams set up |  |  |
| Jan2017 | March 2017 | Regular meetings with entire team( Stall,Entertainment,events safety, AV team, Volunteers,Publicity,Finance team) |  |  |
| March 2017 | April 2017 | Local performances auditons,design and art team for puppet theatre,script,music choice, time slot planning; Regular |  |  |
| April 2017 | June 2017 | Choreography, invited groups ,time slots and link persons identified;Printing of flyers, leaflets, banners.Purchase Holi Colours, place large scale orders and storage. |  |  |
| June2017 | July 2017 | Rehearsals at HERHCAunderway Liaison with in-house food plans, update health and safety if needed Creative workshops to involve community towards puppet theatre and mythology skits.Shopping for all items for in-house activities/food stall/refreshments-finance team supervises.ProgrammingConfirm all external food stalls,menu,document checks, street vending licencePublicity Liaise with CoC Events safety with formal meeting and event security, medical team to ensure plans finalised. |  |  |
| August 2017 | Sept 7th 2017 | Final rehearsals weekly group meetings, tasks finalised,Voluteer lists, checklists, |  |  |
| Sept 8 | Sept1 5th 2017 | Complete all preparations,arts,rehersals,costume rehearsals, AV and technical team brief,MC briefs;  |  |  |