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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.  Programming  Confirm all external food stalls,menu,document checks, street vending licence  Publicity  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; |  |  |