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| **Name of Individual / Organisation** | Madeleine O’Reilly / Assemble Fest |  |
| **Name of Project** | Our Street, Our Stage |  |

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 |  |
| Funding confirmed | 17/07/16 | Initial individual research and consultancy – Artists, Hull City Council |  |  |
| 18/07/16 | 18/07/16 | First planning meeting – Producer & Director of Assemble Fest |  |  |
| 18/07/16 | 29/07/16 | Identify residents associations and local groups with a mind to establish a community consortium from September |  |  |
| 19/07/16 | 20/07/16 | Meet with Hull Uni to discuss partnership with MA Theatremaking students |  |  |
| 26/07/16 | 28/07/16 | Meeting with City Council to discuss road closure |  |  |
| 26/07/16 | 28/07/16 | Research into licencing and insurance and discuss requirements with the Council. Meet with Freedom and City of Culture to discuss how similar projects have worked.  |  |  |
| 27/07/16 | 29/08/16 | Formulate a contingency plan for if a road closure is not viable |  |  |
| 28/07/16 | 25/11/16  | Identify extra funding sources, partners and/or donations from local businesses and structure a concrete funding timeline incl. deadline and decision dates |  |  |
| 28/07/16 | 09/09/16 | Meet with lead artists to discuss/confirm involvement, incl. Daniel Bye, Boff Whalley, Jon Beney  |  |  |
| 01/08/16 | 04/08/16 | Meet with East Yorkshire Buses and Stagecoach to discuss closure, re-routing and fees |  |  |
| 01/08/16 | 04/08/16 | Set up a community consortium of representatives from traders on Newland Avenue and local residents to advise on the project |  |  |
| 24/08/16 | 24/08/16 | Host an initial open meeting for residents and traders to discuss project |  |  |
| 22/08/16 | Ongoing (monthly) | Schedule regular sessions with the community consortium to feedback either way into the artistic meetings |  |  |
| 29/08/16 | 07/10/16 | Recruitment of Production Manager |  |  |
| 05/09/16 | 30/09/16 | Contact schools to discuss/confirm involvement |  |  |
| 12/09/16 | 16/09/16 | Contract lead artists |  |  |
| 12/09/16 | Ongoing (monthly) | Schedule regular artistic meetings between Director, Producer, Production Manager and lead artists to ensure artistic cohesion |  |  |
| 26/09/16 | 21/10/16 | Contact the key businesses the piece is planning to take place on/in/around to secure involvement |  |  |
| 21/10/16 | 28/10/16 | Road closure completely signed off, incl. bus re-routing, all necessary insurance and licensing |  |  |
| 28/11/16 | 09/12/16 | All venues/businesses being used signed off and contracted |  |  |
|  |  | Complete all licensing and insurance (deadline date will depend on type of license and insurance, i.e. X amount of weeks before the event) |  |  |
| 09/12/16 | 31/03/17 | Meeting with projection artist, plan filming schedule, film and edit footage. |  |  |
| 06/02/17 | 26/05/17 | Casting, R&D, rehearsals – Stilt Walkers |  |  |
| 27/02/16 | 12/06/17 | Schools lead artist works with local school |  |  |
| 27/02/16 | 26/06/17 | Workshops, compositions, and choir rehearsals with Dan Bye and Boff Whalley |  |  |
| 06/03/17 | 26/05/17 | Casting, R&D, rehearsals – Band |  |  |
| 01/05/17 | 26/05/17 | Casting, R&D, Rehearsals – Dancing Mums and Piper flashmob scene |  |  |
| 14/05/16 | 14/05/17 | Technical / staging rehearsal |  |  |
| 28/05/17 | 28/05/17 | Dress rehearsal  |  |  |
| 03/06/17 | 03/06/17 | Performance |  |  |
| 05/06/17 | 30/06/17 | Evaluation; meetings with community consortium, evaluation of audience feedback, feedback reports for funders  |  |  |

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