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| **Name of Individual / Organisation** | Malcolm Joslin / Humber Film |
| **Name of Project** | Not Forgotten Town |

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 |  |
| 18/07/2016 (or award date) | 02/09/2016 | Henry Priestman: Update lyrics and record base version | Complete | Behind schedule |
| 18/07/2016 (or award date) | 02/09/2016 | Briefing and ideas sessions with featured community groups | Complete |  |
| 18/07/2016 (or award date) | 30/09/2016 | Invitation to local creatives to submit video clips in line with brief | Behind | Request made. Collating clips now |
|  |  |  |  |  |
| 05/09/2016 | 07/10/2016 | Main team film “anchor” footage including with community groups | Behind | Most complete. Final filming 19th February |
|  |  |  |  |  |
| 10/10/2016 | 02/12/2016 | Post-production work and additional music recording | Behind | First draft 22nd February |
|  |  |  |  |  |
| 05/12/2016 | 16/12/2016 | Final edit work | Behind | If any, after 22nd Feb |
|  |  |  |  |  |
| 01/01/2017 | 31/03/2017 | Public screenings and promotional activities | Behind | Tuesday 28th Feb. On social media 1st March |
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Activity Examples: Planning Meeting, Auditions, Contracting, Rehearsal, Costume Design, Performances