|  |  |
| --- | --- |
| **Name of Individual / Organisation** | Annabel McCourt / Cut Ltd. |
| **Name of Project** | The Electric Fence |

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).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **START DATE** | **END DATE** | **ACTIVITY / TASK** | **STATUS** | **NOTES** |
|  |  |  | COMPLETE / ON-TIME / BEHIND |  |
| July 2016 |  | Notification of successful project – contact key partners and arrange planning meetings to activate project. |  |  |
| July | August | Collate information and start project administartion |  |  |
| August | October | Pre-production planning technology & development |  |  |
| October | November | Pre-order material samples based on technology findings |  |  |
| September 2016 or at point of announcement |  | Activate blog online presence established (documentation starts) |  |  |
| October | November | Site visit with tech partners |  |  |
| November | December | Progress report to Hull 2017 |  |  |
| January 2017 | February | Deadline for tech partners |  |  |
|  | February | Progress report to Hull 2017 |  |  |
| February 2017 | March | Initial Risk Assessment & additional insurance identified |  |  |
| March 2017 | April | Manufacturing and collating of installation materials |  |  |
| April 2017 | May | First test of fence (workshop location) |  |  |
|  | May | Feedback to tech & fine tuning |  |  |
| May 2017 | June | Publicity drive |  |  |
| May 2017 | May | Meeting with partner groups, volunteering, publicity, participation |  |  |
| June 30th | July 4th | Installation and testing on location |  |  |
| July 4th 2017 |  | Launch event |  |  |
|  |  | Installation ‘live’ - Ongoing evaluation and documentation |  |  |
|  | September 30th 2017 | Closing event |  |  |

|  |  |  |
| --- | --- | --- |
|  | December | Final Evaluation and feedback |
| 2018 | Ongoing | Legacy planning |
|  | Ongoing | Legacy events |

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