|  |  |
| --- | --- |
| **Name of Individual / Organisation** | Hull and East Riding of Yorkshire Hindu Cultural Association-Reg Charity No: 1107469 |
| **Name of Project** | 4th Hull Indian Mela |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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,revisit evaluation of previous mela |  |  |
| 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, team set up |  |  |
| Jan2017 | March 2017 | monthly large Mela Meetings with all sub groups/task groups to attend( Stalls, Food court,Entertainment,Reception,AV team,Stage,back stage,Inhouse,Workshops,Volunteers,Publicity,Finance,Brochure teams) |  |  |
| March 2017 | April 2017 | Local performances auditons,music choice, time slot planning; Regular |  |  |
| April 2017 | June 2017 | Choreography, Dance Unite project music, choreography intiate,invited groups secure roles, time slots and link persons identified;  Printing |  |  |
| June2017 | July 2017 | Rehearsals at HERHCAunderway ;School visits to supervise choreography and rehearsals;  Liaise with all in-house and external stall holders;  Creative workshops to involve community towards in-house stalls and workshops;  Shopping for all items for in-house activaties-finance team supervises.  Programming  Planning of Procession,workshops,outdoor stage, indoor stage;  Food court arrangements; Brochure adverts securing  Publicity |  |  |
| August 2017 | Sept 7th 2017 | Final rehersals,Mela planning meetings, tasks finalised,Voluteer lists,checklists,AV tech meetings |  |  |
| Sept 8 | Sept1 5th 2017 | Complete all preparations,arts,rehersals,costume rehearsals, shift items to City hall and set up on penultimate date with stage rehersals.AV and technical team brief,MC briefs; Indian craft &Exhibition set up |  |  |