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**Project Delivery Plan**

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| Project Name | Centre of Attention |
| Project Lead | Rachel Elm |
| Project Start Date | 08/06/2017 |
| Project End Date |  |

**Document Checklist**

**The document checklist is to be completed for each project. Enter N/A where the document is not applicable.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Type** | **Amount Expected** | **Amount Completed** | **Date Completed** |
| Gallery Checklist |  |  |  |
| Workshop Checklist |  |  |  |
| Risk Assessment |  |  |  |
| Artist Brief/contract |  |  | 15/06/2017 |
| Signed inventory of works/condition report |  |  |  |
| Social media accounts |  |  |  |
| Completed budget sheet |  |  |  |
| 2017 end of project report |  |  |  |
| Audience Finder Surveys | 50 |  |  |
| Completed 2017 Audience Surveys | 50 |  |  |

**Baseline Report**

**To be completed on the start date of the project.**

**Start Date: End Date:**

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|  | **TOTAL PAGE VIEWS** | **UNIQUE PAGE VEIWS** |
| Website views relating to project |  |  |
| Average time on website pages linked to project |  |  |

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| --- | --- | --- | --- |
|  | **SUBSCRIBERS AT START OF PROJECT** | **SUBSCRIBERS AT END OF PROJECT** | **CLICK THROUGHS** |
| E-newsletter subscribers via project routes |  |  |  |
| SMS subscribers via project routes |  |  |  |

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|  | **LIKES/FOLLOWERS/SUBCRIBERS AT START OF PROJECT** | **LIKES/FOLLOWERS/SUBSCRIBERS AT END OF PROJECT**  | **IMPRESSIONS ON POSTS RELATING TO THE PROJECT** | **ENGAGEMENTS WITH POSTS RELATING TO THE PROJECT** |
| Facebook |  |  |  |  |
| Twitter |  |  |  |  |
| Instagram |  |  |  |  |
| Other |  |  |  |  |

**Project Outline**

**Enter a description of the project including: expected outcomes, predicted audience numbers, project location.**

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| **Centre of attention is a city centre based exhibition. Working in partnership with The Alternative Limb Project and Fly Girl Films we will create an exhibition of bespoke prosthetic limbs and the process behind their creation.****The Alternative Limb Project** was founded by Sophie Oliveira Barata, using the unique medium of prosthetics to create highly stylised art pieces.As with fashion, where physical appearance becomes a form of self-expression, Sophie sees the potential of prosthetics as an extension of the wearer’s personality. Merging the latest technology with traditional crafts, Sophie’s creations explore themes of body image, modification, evolution and transhumanism, whilst promoting positive conversations around disability and celebrating body diversity. Sophie enlists various specialists in fields such as 3D modelling, electronics, and cutting edge technology to create each piece of art. Clients have included Paralympic athletes, music performers, models and video game companies. Sophie will create a new prosthetic limb for fashion model and disability activist, Kelly Knox. Alongside this she will create two experimental limbs. **Fly Girl Films** are a female fronted production company based in Yorkshire who create work alongside artists, musicians and performers to promote, educate and entertain. FGF are also keen advocates regularly working with community groups and organisations to raise awareness over issues they feel passionate about.Fly Girl Films will create two new films:* The first will be a documentary of the process of creating the limb. Katie will travel to London to The Alternative Limb studio and observe Sophie working with Kelly to create the limb. This film will include a timelapse of the process.
* The second film will be a creative film captured in Hull that will focus on the artistic qualities and function of the limb as an object.

**Omkaar kotedia** is our project photographer. He will work with Kelly and Sophie to create new images for the exhibition. These will be displayed alongside images selected from the Alternative Limb project website. **Kelly Knox** is a fashion model and disability activist. Kelly will attend the exhibition and deliver a talk about her experiences as a disability activist. The work will be displayed in a retail outlet in hull’s St Stephens shopping centre throughout November 2017. The venue will be open on Fridays, Saturdays, and Sundays 10am-4pm.  |

**Project Team**

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| --- | --- | --- | --- |
| **Staff member/Artist name** | **Contact details** | **Role**  | **Contract Issue Date** |
| Rachel Elm**Artlink** | artsdevelopment@artlink.uk.net01482 345104 | Project lead | N/A |
| Sophie Baratta**The Alternative Limb project** | Info@altlimbpro.com07876222088 | Lead Artist | 14/06/2017 |
| Katie Sunlay **Fly Girl Films** | info@flygirlfilms.com07824878437 | Film maker |  |
| Omkaar kotedia | Omkaar@Kotedia.com 07958 442467 | Photographer |  |
| Emily Fratson**Artlink** | admin@artlink.uk.net01482 345104 | Marketing | N/A |
| Hannah Holden**Artlink** | gallery@artlink.uk.net01482 345104 | Curator | N/A |
| Kelly Knox |  | Model and guest speaker |  |

**Budget**

**Budget is subject to change. Some costs are estimates and the project is expected to incur additional costs. There is a substantial contingency fund written in to cover this.**

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| **Item** | **Description** | **Amount** |
| Artist Fee | Production of one new limb plus two studies.Completion of audience surveys | £10,000 |
| Film | Fly Girl filmTo include 8 days filming(Katie plus sound assistant/runner) Transport to London | £5000 |
| Photography | 4 prints - £300Photoshoot - £5004 new prints - £300 | £1100 |
| Transport | Transportation of work from London to Hull(estimated cost) | £200 |
| Planning costs | Fly girl £200Rachel transport to London - £170Oyster cards - £10 | £380 |
| Materials for exhibition |  | £400 |
| Travel | Travel for rachel to and from London | £200 |
| Invigilation | £100 per day 12 days | £1200 |
| Volunteer lunches | 12 days x 2 volunteers £5 per lunch | £120 |
| Printing | Printing of photographs (estimated cost) | £500 |
| Vinyl printing | Printing vinyl for exhibition | £300 |
| Technician | Technician support for install and derigAv & building work | £600 |
| Kelly Knox talk |  | £250 – DAN |
| Sophie Barata talk |  | £250 - DAN |
| Accessible print | Large print materials to accompany exhibition | £300 – ACCESS |
| BSL interpretation | Exhibition launch4x events | £60 - ACCESS£480 - ACCESS |
|  | **TOTAL COA SPEND** | **£20,000** |
|  | **TOTAL PROJECT COST** | **£21,340** |
|  | **Contingency** | **£2990** |

**Project timeline**

**Enter a predicted timeline for your project and include any changes experienced throughout the project delivery. Add more rows where necessary.**

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| --- | --- | --- |
| **Date** | **Action** | **Person responsible** |
| 8/06/2017 | * Team Meeting
 | Rachel , Sophie, Katie |
| 14/06/2017 | * Issue contracts for:
* Artist, filmmaker, photographer.
 | Rachel Elm |
| 14/06/2017 | * Issue suggested timeline
 | Rachel Elm |
| 21/06/2017 | * Meet with St Stephens, secure venue.
 | Rachel, Kenn |
| 22/06/2017 | * Agree final timeline
 | Rachel, sophie, Katie |
| August | * Announce project.
* Consultation with Kelly and creation of limb.
* Finalise dates for talks and opening hours of exhibition.
 | RachelSophieRachel |
| September | * Filming to take place
* Press release issued
 | Katie, Rachel, Sophie, Kelly. |
| October | * Marketing
 | Emily, Rachel |
| 15/10/2017 | * Artwork shipped to Hull
 | Sophie |
| November | * Launch and series of talks
 | Rachel |
| December | * Evaluation & project report
 | Rachel  |

**Project Evaluation**

**For each project we will collect audience finder surveys and 2017 audience surveys. These will be completed in the gallery or will be issued to the artist to take to workshops and events. Please enter details of any other evaluation you expect to undertake throughout your project.**

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| **The Alternative Limb Project**During the project 72 people will be surveyed regarding their prosthetic limbs. This data will be collected by The Alternative Limb Project and shared with Artlink.**Independent evaluation**Fly girl films, The Alternative limb Project, and Kelly Knox will all be interviewed by Dawn and Derrick which will form part of the project evaluation report.**Blog and photography**Throughout Square Peg we are working with  |