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| **Name of Individual / Organisation** | Artlink Centre for Community Arts |
| **Name of Project** | How to Listen |

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 |  |
| July 2016 | August 2016 | **Confirmation of venues and artists.**  Following the outcome of the application the arts development worker will confirm dates with venues for the screening of the film.  Project will be entered into the 2017 brochure |  |  |
| 1st March 2017 | 1st May 2017 | **Workshops**  Workshops begin with established groups and permission forms will be collected. |  |  |
| 1st May 2017 | 1st June 2017 | **Interviews**  Audio files submitted to Artlink and transcribed by volunteers. |  |  |
| 1st July 2017 | 1st September 2017 | **Creation of new artwork**  Brief to be written and issued to artist for the creation of the animated film |  |  |
| 1st July 2017 | 31st October 2017 | **Promotion**  We will start to promote the project on social media, websites and through leaflets. The project will also be in the Artlink 2017 brochure which will be distributed throughout the year. |  |  |
| 1st October 2017 | 31st October 2017 | **Exhibition**  Exhibition of work in Artlink’s Pocket Gallery |  |  |
| 22nd October 2017 | 22nd October 2017 | **Celebration event**  Event to celebrate the achievements of the project participants |  |  |
| 1st October 2017 | 31st October 2017 | **Public screenings**  KC lightstream stadium and other venues |  |  |
| 1st November 2017 | 30th November 2017 | **Evaluation**  **T**eam members will evaluate the project |  |  |
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Activity Examples: Planning Meeting, Auditions, Contracting, Rehearsal, Costume Design, Performances