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| **Name of Individual / Organisation** | Hull Red Community Interest Company |
| **Name of Project** | The Big Gig |

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** |  | STATUS | NOTES |
|  |  |  | COMPLETE / ON-TIME / BEHIND |  |
| 04/04/16 | 04/04/16 | Agreement from Millers for drama production | Change to plan | Miller’s unable to perform, and due to change of venue unable to offer a space for drama production |
| 05/04/2016 | 16/05/2016 | Costings from workshop artists and facilitators | Mostly complete | See budget sheet for details |
| 05/04/2016 | 30/09/2016 | Secure funding | Mostly complete | Budget is covered, but extra funding is being applied for in order to supplement the event |
| 05/04/2016 | 30/09/2016 | Book workshop artists and facilitators, Carnival Arts and Indigo Moon | Mostly complete | See event plan for more details |
| 20/04/2016 | 20/04/2016 | Liaise with local photographer and film maker about documenting the event (The Big Film Project) | Complete | Workshops underway to skill up the documentary team |
| 05/05/2016 | 05/05/2016 | Quote from Carnival Arts | Complete |  |
| 05/05/2016 | 05/05/2016 | Quote from marquee company and electric supply to outdoor areas | Complete |  |
| 05/05/2016 | 05/05/2016 | Book Carnival Arts | Complete |  |
| 05/05/2016 | 30/06/2016 | Book marquee company and electric supply to outdoor areas | Complete |  |
| 11/05/2016 | 11/05/2016 | Quote from Indigo Moon for puppet installation | Complete | Unable to perform due to their lack of funding for their project |
| 12/05/2016 | 12/05/2016 | Book Venue | Complete | Initial venue withdrew the booking due to building works. New venue secured at Pearson Park. |
| 20/05/2016 | 20/05/2016 | Meeting with Billy Boys Safety Campaign re potential funding | Complete | Donation received from Billy Boys |
| 20/05/2016 | 20/05/2016 | Liaise with Humber Street Sesh Organisers regarding local bands and consultation support | Complete |  |
| 20/05/2016 | 20/05/2016 | Quote from ITSL for sound and lighting | Complete |  |
| 20/05/2016 | 20/05/2016 | Liaise with Sunflower Music | Complete |  |
| 20/05/2016 | 30/06/2016 | Book sound and lighting engineers | Complete |  |
| 23/05/2016 | 23/05/2016 | Quote for design work, printing and marketing | Complete |  |
| 26/05/2016 | 26/05/2016 | Liaise with stage managers | Complete |  |
| 26/05/2016 | 20/06/2016 | Book stage managers | Complete |  |
|  |  |  |  |  |
| 30/06/2016 | 30/09/2016 | Book food vendors | Mostly completed | See event plan |
| 30/06/2016 | 31/12/2016 | Book bands | Mostly complete | See event plan |
| 30/06/2016 | 30/06/2016 | Book extra disabled toilets and changing place trailer | Complete |  |
| 01/07/2016 | 31/05/2017 | Recruit volunteers, DBS checks | On time | Request for City of Culture volunteers is being completed. |
| 01/09/2016 | 31/10/2016 | Set up group for adults with learning disabilities to work with the directors in organising event, and identify those who would like to work alongside stage managers and volunteer stewards | Change of plan | Hull Red volunteers with learning disabilities have been recruited to the documentary team, and to the performance elements of the event |
| 01/09/2016 | 30/04/2017 | Promotional material design and printing | On time |  |
| 01/09/2016 | 07/07/2017 | Marketing and publicity (local media, posters and flyer distribution) | On time |  |
| 01/01/2017 | 08/07/2017 | Run monthly/fortnightly planning group meetings with committee | On time |  |
| 09/01/2017 | 09/01/2017 | Arrange increased insurance to cover event | Complete |  |
| 01/07/2017 | 01/07/2017 | Submit all Hull Red Policies and Risk Assessments to Hull University Union | Change of plan | Event now being held in Pearson Park. ESAG application in process of being completed along with risk assessments. |
| 01/07/2017 | 01/07/2017 | Volunteer Steward Orientation and Training Day | On time |  |
| 07/07/2017 | 08/07/2017 | Set up venue | On time |  |
| 08/07/2017 | 08/07/2017 | Run the festival | One time |  |
| 09/07/2017 | 09/07/2017 | Pack up/tidy up venue | On time |  |
| 09/07/2017 | 31/08/2017 | Feedback to funders | On time |  |

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