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| **Name of Individual / Organisation** | The Maximum Life Youth Project |
| **Name of Project** | PresentINGS |

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 |  |
| September 2016 | December 2016 | Once confirmation that bid is successful. Continue outreach sessions with young people and gather names of interested parties. Inform partners that bid has been successful and project can go ahead |  |  |
| January 2017 | January 2017 | \*Hold project planning meeting with all stakeholders  \*Assign responsibilities between staff team and partners for specific areas of project development.  \*Set up social media pages – to publicise and raise awareness of next stages and generate interest in the project overall |  |  |
| January 2017 | March 2017 | \*Gather stories in podcast form from community members of all ages talking about living on Ings, and where they used to live if original householders when estate was built  \*Hold series of workshops at Ings Plus Centre/Kingston Wesley/Skatepark with ideas produced for graffiti art to represent peoples views of the area they live in  \*Photography – collect any old photos of the area from the community, and work with participants to take new photos of the area of parts that are important to them personally (with a story if they will share) |  |  |
| April 2017 | May 2017 | \*Collate all information/ art/ photography/ stories into a format which will form the exhibition. Ensure all consents etc in place for use of material, including photo consents for under 16s  \*Publicise event using all forms of media including Hull Daily Mail, local radio, email networks and social media platforms |  |  |
| June 2017 | June 2017 | \*Exhibition and event to be held  \*Event itself to be photographed and creative methods of feedback from members of the public to be available |  |  |
| July 2017 | August 2017 | \*Portable form of exhibition to be taken to local venues to be displayed, utilising venues belonging to partners and other agencies who may have expressed an interest at the original showing.  \*Final evaluation to be put together involving all stakeholders |  |  |
| September 2017 | onwards | \*Evaluation to be submitted to funders  \*Relationship with participants to continue to look at future projects which may have become apparent due to communities working together on this project.  \*All material to be stored and documented securely in order that the exhibition can be reshown and will form part of the legacy from the project. |  |  |
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Activity Examples: Planning Meeting, Auditions, Contracting, Rehearsal, Costume Design, Performances