

## Being Human festival 2022: Timeline

This timeline is intended to give a broad overview of the key festival dates for your diary. More detailed instructions will follow via email and the festival website as we move throughout the year.

Date	Milestone	Details
<b>Before the festival</b>		
June	Early programme announcement	Details of funding awards announced, along with early programme highlights
June - August	Project development	Activities include: <ul style="list-style-type: none"> <li>• Developing and confirming details with project partners</li> <li>• Confirming venue(s), date(s) and timings</li> <li>• Finalising budget</li> <li>• Planning promotional strategy</li> <li>• Fine-tuning operational procedures such as accessibility, GDPR compliance, safeguarding and conducting risk assessments</li> </ul>
5 July	Online training masterclass 1	<b>Being Human festival 2022</b>
12 August	<b>Deadline:</b> upload event copy	Final event details to be uploaded via the online form (details circulated via email in advance). This includes: <ul style="list-style-type: none"> <li>• Finalised date, time and venue</li> <li>• Finalised event title and description</li> <li>• High-resolution, landscape image (300 dpi minimum)</li> <li>• Booking link (using Eventbrite or similar)</li> </ul>
13 September	Online training masterclass 2	<b>Promoting your event</b>
September	Build-up to festival begins	This includes (but is not limited to): <ul style="list-style-type: none"> <li>• Merchandise distribution</li> <li>• Pitching to press and media</li> <li>• Continuing to develop activity plans</li> </ul>
End of September	Proofing online listings	You will be sent a link to proof your event listing(s) on the festival website and will have the opportunity to make corrections.
3 October	<b>Online programme goes live</b> on Being Human website	This is when you should start promoting and taking bookings for your event
4 October	Online training masterclass 3	<b>Delivering your event</b>
October	Finalising delivery plans	This includes (but is not limited to): <ul style="list-style-type: none"> <li>• Checking access requirements of attendees</li> <li>• Checking Covid-19 measures at venue</li> <li>• Working with the team who will deliver the event on the day</li> <li>• Checking GDPR and safeguarding compliance, and risk assessments</li> </ul>
October	Evaluation materials distributed	Including evaluation guide and attendee evaluation forms
<b>During the festival</b>		
10 – 19 November	Festival!	Activities include: <ul style="list-style-type: none"> <li>• Delivering events</li> <li>• Highlighting activities via social media #BeingHuman2022</li> <li>• Conducting interviews with the media</li> <li>• Distributing evaluation form to attendees/ circulating link to online form</li> </ul>
<b>After the festival</b>		
19 November	Festival ends	Activities after the festival include:

		<ul style="list-style-type: none"> <li>• Editing and sharing recordings of online events (in line with correct permissions)</li> <li>• Sending photographs from events to the Being Human team (in line with correct permissions)</li> <li>• Submitting any paper/ hard copy evaluation forms to the Being Human team</li> <li>• Completing organiser evaluation survey and sharing contributor survey</li> </ul> <p>Following up with attendees with any relevant resources, further information and future activities</p>
<b>16 December</b>	<b>Deadline:</b> return evaluation materials	Please note that it is a condition of funding to participate in the Being Human evaluation.
<b>28 February 2023</b>	<b>Deadline:</b> invoice submission	If you have received funding from the festival, you will receive a purchase order and invoicing instructions. Please invoice us by <b>28 February 2023</b> to receive your festival grant, which is payable once your festival expenditure is complete.