

## At-a-glance timeline

Date	Milestone	Details
<b>Before the festival</b>		
<b>28 June</b>	Being Human Masterclass	An opportunity to meet others involved in the festival, meet the festival team, and get some tips on best practice.
<b>1 August</b>	Copy deadline	Final event details to be submitted via the online form for print and online (this will be circulated in advance). This includes: <ul style="list-style-type: none"> <li>• Finalised date</li> <li>• Time and location</li> <li>• Finalised event title and description</li> <li>• Low-resolution image (72dpi). If image provided is unsuitable, we will source one.</li> <li>• Designated local contact for event enquiries. (This will be displayed on our festival website along with event details.)</li> </ul>
<b>Sept</b>	Build up to festival week begins	This includes (but is not limited to): <ul style="list-style-type: none"> <li>• Social media campaigns</li> <li>• Public relations pitching</li> <li>• Event info sent via mailing lists, other networks</li> <li>• Calendar listings and website spotlights</li> </ul>
<b>Mid-Oct</b>	Evaluation materials distributed	Evaluation forms from the BH team should be distributed to event attendees at each event. These can be filled out online via a provided link or in hard copy.
<b>During the festival</b>		
<b>15-24 Nov</b>	Festival!  <a href="#">Why not take a look at our event planning guide here.</a>	Activities during this time include: <ul style="list-style-type: none"> <li>• Running events</li> <li>• Highlighting activities via social media with the #BeingHuman18</li> <li>• Conducting interviews with the media</li> <li>• Sending photographs from events to the Being Human team</li> <li>• Submitting posts about events to the Being Human team for 'Being Human Daily' blog</li> <li>• Livestreaming events</li> <li>• Distributing evaluations to attendees</li> </ul>
<b>After the festival</b>		
<b>25 Nov</b>	Festival officially over	Activities after the festival include: <ul style="list-style-type: none"> <li>• Collecting evaluations to send to the Being Human team</li> <li>• Posting wrap-up blogs</li> <li>• Sending any additional photos or highlights to the Being Human team for promotion on Being Human website and materials</li> </ul>
<b>22 Dec</b>	Deadline for return of evaluation materials	Please note that it is a condition of funding to participate in the Being Human evaluation.
<b>31 Jan 2019</b>	Deadline for invoice submission	Please invoice us by <b>31 January 2019</b> to receive your festival grant, which is payable once your festival expenditure is complete.