

Being Human festival 2019 timeline

This timeline is intended to give a broad overview of the key festival dates for your diary. More detailed instructions will also be made available via email and the festival website.

Date	Milestone	Details
Before the festival		
13 June	Being Human masterclass	An opportunity to meet others involved in the festival, meet the festival team, and get some tips on best practice.
2 August	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"> • Finalised date • Time and location • Finalised event title and description • High-resolution image (300 dpi minimum). If image provided is unsuitable, we will source one. • Designated local contact for event enquiries. (This will be displayed on our festival website along with event details.)
September	Build up to festival week begins	This includes (but is not limited to): <ul style="list-style-type: none"> • Print programmes distributed • Social media campaigns • Public relations pitching • Event info sent via mailing lists, other networks • Calendar listings and website spotlights
October	Online programme goes live	Online events system goes live. Time to start making a big noise about your events!
October	Evaluation materials distributed	Evaluation forms will be made available to all organisers to be distributed to attendees at each event. A link to an online survey will also be made available.
During the festival		
14-23 Nov	Festival!	Activities during this time include: <ul style="list-style-type: none"> • Running events • Highlighting activities via social media with the #BeingHuman19 • Conducting interviews with the media • Sending photographs from events to the Being Human team • Submitting posts about events to the Being Human team for Being Human daily blog • Livestreaming events • Distributing evaluations to attendees
After the festival		
24 Nov	Festival officially over	Activities after the festival include: <ul style="list-style-type: none"> • Collecting evaluations to send to the Being Human team • Posting wrap-up blogs • Sending any additional photos or highlights to the Being Human team for promotion on Being Human website and materials
20 Dec	Deadline for return of evaluation materials	Please note that it is a condition of funding to participate in the Being Human evaluation.
31 Jan 2020	Deadline for invoice submission	If you have received funding from the festival, you will receive a purchase order and invoicing instructions. Please invoice us by 31 January 2020 to receive your festival grant, which is payable once your festival expenditure is complete.