

Being Human festival 2020 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. *Please note that due to the ongoing uncertainty surrounding the coronavirus pandemic some of the dates below may change.*

Date	Milestone	Details
Before the festival		
2 July	Online training masterclass session 1	Masterclass session one: Festivals in a time of social distancing. (Check out the website's organiser area , toolkits and case studies).
9 July	Online training masterclass session 2	Masterclass session two: Audiences and partnerships
21 August	Deadline: event copy	Final event details to be submitted via the online form for the online programme (details circulated in advance). This includes: <ul style="list-style-type: none"> Finalised date Time and location Finalised event title and description High-resolution landscape image (300 dpi minimum). Designated local contact for event enquiries Booking link (e.g. using Eventbrite or similar)
Early September	Online training masterclass sessions 3 and 4	Masterclass session 3: Promotion and media Masterclass session 4: Delivery and evaluation
1 September	Deadline: Being Human Café applications	Keep an eye on our social media channels and website to find out more about the Being Human Cafés campaign.
September	Build up to festival begins	This includes (but is not limited to): <ul style="list-style-type: none"> Print and merchandise distributed Social media campaigns Pitching to press and media Creating promotional materials including posters, social media graphics, etc. (check out our templates for organisers)
Early October	Online programme goes live on Being Human website	<ul style="list-style-type: none"> Start promoting and taking bookings for your event
October	Evaluation materials distributed	<ul style="list-style-type: none"> Evaluation guide and attendee evaluation forms
During the festival		
12-22 November	Festival!	Activities include: <ul style="list-style-type: none"> Running and livestreaming events Highlighting activities via social media #BeingHuman2020 Conducting interviews with the media Sending photographs from events to the Being Human team Distributing evaluation form to attendees/ circulating link to online form
After the festival		
22 November	Festival ends	Activities after the festival include: <ul style="list-style-type: none"> Submitting attendee evaluation forms to the Being Human team Completing organiser evaluation survey/ sharing contributor survey Sending any additional photos or highlights to the Being Human team
18 December	Deadline: return evaluation materials	Please note that it is a condition of funding to participate in the evaluation.
29 January 2021	Deadline: invoice submission	If you have received funding from the festival, you will receive a purchase order and invoicing instructions. Please invoice us by 29 January 2021 to receive your festival grant, which is payable once your festival expenditure is complete.