

## Being Human festival 2021: 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
Before the festival		
6 July	Online training masterclass 1	Being Human festival 2021: Public engagement in a festival context
27 August	<b>Deadline:</b> Being Human Café applications	Find out more <a href="#">here</a> .
31 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 location</li> <li>• Finalised event title and description</li> <li>• High-resolution image (300 dpi minimum)</li> <li>• Designated local contact for event enquiries</li> <li>• Booking link (using Eventbrite or similar)</li> </ul>
9 September	Online training masterclass 2	Promoting your event
September	Build-up to festival begins	This includes (but is not limited to): <ul style="list-style-type: none"> <li>• Print and merchandise distributed</li> <li>• Pitching to press and media</li> <li>• Creating promotional materials</li> </ul>
End of September	Proofing online listings	You will be sent a link to proof of your event listing(s) and will have the opportunity to make corrections.
Early October	<b>Online programme goes live</b> on Being Human website	Start promoting and taking bookings for your event
7 October	Online training masterclass 3	Delivering your event
October	Evaluation materials distributed	Evaluation guide and attendee evaluation forms
During the festival		
11-20 November	Festival!	Activities include: <ul style="list-style-type: none"> <li>• Running events</li> <li>• Highlighting activities via social media #BeingHuman2021</li> <li>• Conducting interviews with the media</li> <li>• Sending photographs from events to the Being Human team</li> <li>• Live streaming events</li> <li>• Distributing evaluation form to attendees/ circulating link to online form</li> </ul>
After the festival		
20 November	Festival ends	Activities after the festival include: <ul style="list-style-type: none"> <li>• Submitting any paper/ hard copy evaluation forms to the Being Human team</li> <li>• Completing organiser evaluation survey and sharing contributor survey</li> <li>• Sending any additional photos or highlights to the Being Human team</li> </ul>
17 December	<b>Deadline:</b> return evaluation materials	Please note that it is a condition of funding to participate in the Being Human evaluation.
31 January 2022	<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>31 January 2022</b> to receive your festival grant, which is payable once your festival expenditure is complete.