

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
Before the festival		
June - August	Project development	Activities include: <ul style="list-style-type: none"> Developing and confirming details with project partners Confirming venue(s), date(s) and timings Finalising budget Planning promotional strategy Fine-tuning operational procedures such as accessibility, GDPR compliance, safeguarding and conducting risk assessments
4 July	Early programme announcement	Details of funding awards announced, along with early programme highlights
5 July	Online training masterclass 1	Being Human festival 2022
NEW DEADLINE 23 August	Deadline: 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"> Finalised date, time and venue Finalised event title and description High-resolution, landscape image (300 dpi minimum) Booking link (using Eventbrite or similar)
13 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"> Merchandise distribution Pitching to press and media Continuing to develop activity plans
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	Online programme goes live on Being Human website	This is when you should start promoting and taking bookings for your event
4 October	Online training masterclass 3	Delivering your event
October	Finalising delivery plans	This includes (but is not limited to): <ul style="list-style-type: none"> Checking access requirements of attendees Checking Covid-19 measures at venue Working with the team who will deliver the event on the day Checking GDPR and safeguarding compliance, and risk assessments
October	Evaluation materials distributed	Including evaluation guide and attendee evaluation forms
During the festival		
10 – 19 November	Festival!	Activities include: <ul style="list-style-type: none"> Delivering events Highlighting activities via social media #BeingHuman2022 Conducting interviews with the media Distributing evaluation form to attendees/ circulating link to online form
After the festival		
19 November	Festival ends	Activities after the festival include:

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