

## Being Human Festival 2023: Café Participant 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.

Date	Milestone	Details
<b>Before the Festival</b>		
September	Project development	Activities include: <ul style="list-style-type: none"> <li>Developing and confirming details with project partners</li> <li>Confirming venue(s), date(s) and timings</li> <li>Planning promotional strategy</li> <li>Fine-tuning operational procedures such as accessibility, GDPR compliance, safeguarding and conducting risk assessments</li> </ul>
<b>Wednesday 13 September</b>	<b>Online training session 2</b>	<b>Marketing and Promotion</b>
<b>Friday 15 September</b>	<b>Deadline:</b> upload event copy	Final café event details to be uploaded via the online form (further details will be circulated via email). This includes: <ul style="list-style-type: none"> <li>Finalised date, time and venue</li> <li>Finalised event title and description</li> <li>High-resolution, landscape image (300 dpi minimum) with correct permissions</li> <li>Booking link (using Eventbrite or similar)</li> </ul>
<b>Mid-end September</b>	Proofing online event listings	You will be sent a link to proof your café listing(s) on the festival website and will have the opportunity to make corrections.
<b>Monday 2 October</b>	<b>Online programme goes live</b> on Being Human website	This is when you should start promoting and taking bookings for your café
<b>Tuesday 10 October</b>	<b>Online training session 3</b>	<b>Event Delivery and Festival Top Tips</b>
October	Finalising delivery plans and evaluation preparations	This includes (but is not limited to): <ul style="list-style-type: none"> <li>Checking access requirements of attendees</li> <li>Working with the team who will deliver the event on the day</li> <li>Checking GDPR and safeguarding compliance, and risk assessments</li> <li>Evaluation materials distributed to event organisers, including evaluation guide and audience surveys</li> </ul>
<b>During the Festival</b>		
<b>Thursday 9 – Saturday 18 November</b>	Being Human Festival	Activities include: <ul style="list-style-type: none"> <li>Delivering events</li> <li>Highlighting activities via social media #BeingHuman2023</li> <li>Conducting interviews with the media</li> <li>Distributing evaluation form to audiences, either in-person or circulating link to the online form</li> </ul>
<b>After the Festival</b>		
<b>Saturday 18 November</b>	Being Human Festival ends	Activities after the festival include: <ul style="list-style-type: none"> <li>Editing and sharing recordings of online events (in line with correct permissions)</li> <li>Sending photographs from events to the Being Human team (in line with correct permissions)</li> <li>Submitting any paper/hard copy evaluation forms to the Being Human team</li> <li>Completing organiser evaluation survey and sharing contributor survey</li> </ul>

		Following up with attendees with any relevant resources, further information, and future activities
<b>18 December</b>	<b>Deadline:</b> evaluation forms to be completed and returned	Please note that it is a condition of taking part in the festival to participate in the Being Human evaluation.