

Being Human Festival 2023: 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
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
July	Early programme announcement	Details of funding awards announced, along with early programme highlights
26 July	Online training session 1	Planning your event and focusing on your audience
Wednesday 23 August	Deadline: upload event copy for Hub Award, Small Award and Open Call participants	Final event details to be uploaded via the online form (further details will be 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) with correct permissions Booking link (using Eventbrite or similar)
September	Project development	Activities include: <ul style="list-style-type: none"> Developing and confirming details with project partners Confirming venue(s), date(s) and timings Planning promotional strategy Fine-tuning operational procedures such as accessibility, GDPR compliance, safeguarding and conducting risk assessments
Wednesday 13 September	Online training session 2	Marketing and Promotion
Friday 15 September	Deadline: upload event copy for café organisers	Event copy deadline for café organisers.
Mid-end September	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.
Monday 2 October	Online programme goes live on Being Human website	This is when you should start promoting and taking bookings for your café
Tuesday 10 October	Online training session 3	Event Delivery and Festival Top Tips
October	Finalising delivery plans and evaluation preparations	This includes (but is not limited to): <ul style="list-style-type: none"> Checking access requirements of attendees Working with the team who will deliver the event on the day Checking GDPR and safeguarding compliance, and risk assessments Evaluation materials distributed to event organisers, including evaluation guide and audience surveys
During the Festival		

Thursday 9 – Saturday 18 November	Being Human Festival	Activities include: <ul style="list-style-type: none"> • Delivering events • Highlighting activities via social media #BeingHuman2023 • Conducting interviews with the media • Distributing evaluation form to audiences, either in-person or circulating link to the online form
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After the Festival		
Saturday 18 November	Being Human 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>
18 December	Deadline: 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.