# 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.

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<th>Date</th>
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<th>Details</th>
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<td><strong>Before the Festival</strong></td>
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| June-August           | Project development                                                       | Activities include:                                                                                           • 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:  
                                                                                  • 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:                                                                                           • 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):  
                                                                                  • 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:  
- 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 |

| After the Festival |  
- Saturday 18 November | Being Human Festival ends | Activities after the festival include:  
- 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  
Following up with attendees with any relevant resources, further information, and future activities |

| 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. |