

Being Human Festival 2024: Hub Organiser Timeline

This timeline is intended to give a broad overview of the key festival dates for your diary. More detailed information will follow in due course via email.

Date	Milestone	Details
Before the Festival		
23 April	Creative Engagement Training	<u>Catch up on the recording</u>
16 May	Partnerships Training	<u>Catch up on the recording</u>
4 June	Audiences and Planning Training	<u>Catch up on the recording</u>
7 June	Deadline: accept Institutional grant offer	Log in to Survey Monkey Apply account to accept your offer.
June–July	Process and sign festival documents	Funding Agreement, Terms and Conditions and Good Practice Agreement.
June–September	Hub development	Activities include: <ul style="list-style-type: none"> Developing and confirming details with project partners, event leads and academics Confirming venues, date(s), and timings Finalising budget Planning promotional strategy Fine-tuning operational procedures such as accessibility, GDPR compliance, safeguarding and conducting risk assessments Audience consultation (where relevant/possible) Securing event materials
25 June	Early programme announcement	Details of funding awards announced, along with early programme highlights and Festival Hubs.
25 June	Marketing and Promotion Training	<u>Find out more and book.</u>
Mid/End July	Hub Programming Meeting	Online meeting with members of the Being Human team and key members of your team to discuss the Hub programme.
25 July	Working with the Press and Media Training	<u>Find out more and book.</u>
August–September	Promotional planning	Finalise plans for promotion, including any promotional materials.
16 August	Deadline: upload event copy	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 Accessibility information
Mid/End August	Hub Comms Meeting	Online meeting with members of the Being Human team, key members of your Hub team and communications representatives from the Hub institution.
Mid-September	Proofing online event listing(s)	You will be sent a link to proof your event listing(s) on the festival website and will have the opportunity to make corrections.
Mid/End September	Joint Hub Meeting	All lead Hub organisers will come together to discuss their Hub programmes and plans so far.
1 October	Online programme goes live on Being Human website	This is when you should start promoting and taking bookings for your Hub events.

3 October	Event Delivery and Festival Top Tips Training	<u>Find out more and book.</u>
October	Festival run up	This includes (but is not limited to): <ul style="list-style-type: none"> • Promoting events • Press and media pitching • Monitoring booking numbers • Create event schedules and running orders • Venue/site visits and finalise practicalities (e.g. AV requirements) • Coordinating with event leads and the delivery team • Checking GDPR and safeguarding compliance, and risk assessments
October	Evaluation preparations	Evaluation materials distributed to event organisers, including evaluation guide and audience surveys. Please note that it is a condition of taking part in the festival to participate in the Being Human evaluation.
During the Festival		
7–16 November	Being Human Festival	Activities include: <ul style="list-style-type: none"> • Delivering events • Highlighting activities via social media #BeingHuman2024 • Press, media and comms work • Distributing evaluation form to audiences, either in-person or circulating link to the online form
After the Festival		
16 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 Following up with attendees with any relevant resources, further information, and future activities.
Early December	Joint Hub Meeting	Online meeting with all lead Hub organisers to discuss their experiences of the festival.
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.
28 February 2025	Deadline: Invoices for festival grants	We will issue a Purchase Order to the finance contact named on your application confirming the funding amount, which should then be claimed back by invoicing us after delivery of the festival activity.