

Being Human Festival 2024: 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>
June-July	Process and sign festival documents	Funding Agreement (for grant recipients), Terms and Conditions and Good Practice Agreement
June-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 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
25 June	Marketing and Promotion Training	<u>Find out more and book.</u>
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 and requesting festival merchandise
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-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.
1 October	Online programme goes live on Being Human website	This is when you should start promoting and taking bookings for your event(s).
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 Create event schedules and running orders Monitoring booking numbers Coordinating with the event delivery team Venue/site visit(s) 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	<p>Activities include:</p> <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	<p>Activities after the festival include:</p> <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.
28 February 2025	Deadline: Invoices for festival grants	If you have received an offer of funding from the festival, we will issue a Purchase Order to the finance contact named on your application confirming the amount, which should then be claimed back by invoicing us after delivery of the festival activity.