

## HITN – Festival Implementation Group – ACTION CHECKLIST

IB = Ian Brown  
JT = John Tiffany

MAM = Muriel Ann Macleod  
B = HITN Board

SB = Stuart Brownlee  
ALL = HITN Members, HITN Board and FIG

FIG = Festival Implementation Group

#	ACTION	REFERENCE	LED BY	TIMESCALE	DONE
1	Consider invite to FST as 'observer' onto FIG – put to next meeting of the HITN Board for approval	FIG Minutes (28/9, 3 Action 3)	IB/B	by 2 Nov. 2005	√
2	Consider UHIMI membership of FIG as 'observer' and action	FIG Minutes (24/8, 8)	IB	by 18 Nov. 2005	Not necessary – as now have Board member
3	Invite existing working group 'observer' organisations formally onto the group	FIG Minutes (28/9, 3 Action 1)	IB/SB	by 18 Nov. 2005	√
4	Festival purpose, shape & timing/duration – final decision	FIG Minutes (8/7; 24/8; 28/9); Highland 2007 Meeting note (11/10)	ALL	by 18 Nov. 2005	√
5	Festival name – final decision	- ditto -	ALL	by 18 Nov. 2005	√
6	Prepare Programming Principles paper	FIG Minutes (24/8; 28/9)	IB/ALL	by 18 Nov. 2005	√
7	Research pathways for H&I's work outwith Scotland	FIG Minutes (28/9, 5 Action 2, 7)	MAM/JT	by 18 Nov. 2005	underway
8	Evidence of need benchmarking/ Feasibility Study	Highland 2007 Meeting note (11/10) – approach HIE for funding for this & carry out?	SB/MAM	by end December 2005	paper has been submitted
9	Budget for Festival event – firm up expenditure: Administration Event Costs Marketing & Promotion Contingency	FIG Minutes (28/9); Highland 2007 Meeting note (11/10)	MAM/SB/ IB	by end November 2005	underway
10	Define International visiting product			By 18 Nov. 2005	√
11	Budget for Festival event – firm up income: <u>Ascertain funding sources</u> - Highland Council HIE Network Funding Other Public Sector Grants, e.g. SAC Trusts/Foundation Sponsorship Ticket Sales Merchandising Other income	Highland 2007 Meeting note (11/10)	MAM/SB/ IB	by end December 2005	not yet complete
12	Contact Visiting Arts, and reaseach funding support for international visiting product		MAM	By end Dec. 2005	
13	Research Forum practitioners	Find 6 national and/or international practitioners of significance	MAM	By end Dec. 2005	
14	Business Plan for Festival event	Highland 2007 Meeting note (11/10)	SB/MAM	by end January 2006	
15	Event programme for Festival event	Highland 2007 Meeting note (11/10)	MAM	- ditto -	
16	Marketing Plan for Festival event	Highland 2007 Meeting note (11/10)	SB	- ditto -	
17	Highland 2007 Application - submit	Highland 2007 Meeting note (11/10)	SB	by 28 Apr. 2006	▼