

Suggested Timeline	Date	Tasks	Responsibilities	Allocated Day	Completed by and Date
<b>Term 1</b>					
Term 1 (week 3 or as soon as possible)		Reach out to your schools to get them involved in the festival.			
Term 1 (week 3 or as soon as possible)		Establish your Film By Committee and finalise roles and responsibilities.			
Term 1 (week 4 or as soon as possible)		Finalise regular committee meeting schedules. Ensure you have clear agendas at all meeting to discuss, responsibilities, delegation of work, awards, matinee event, evening premiere event, etc. You need to ensure you have regular meetings with the committee.			
Term 1 (week 5/6 or as soon as possible)		Set date of your Film By festival, including: when films are due, when will successful schools be notified, when tickets go on sale, confirming there are not conflicting events in your area of the festival date - coordinate with Film By Officer, Karishma Mathur, to ensure there are no clashes with other Film By festivals or large Art Unit events.			
Term 1 (week 5)		Personalise the Teacher Information Booklet (provided by TAU: Film By) and update with your local Film By festival information and dates.			
Term 1 (week 5)		<a href="#">Personalise the digital submission form 2024 on google</a>			
Term 1 (week 6)		Send these to local schools and past participants in the area and seek expressions of interest.			
Term 1 (week 6)		Invite schools and contacts to an introduction meeting held by the Film By Officer, Karishma Mathur, on <b>Monday 4 March 2024 at 3:45pm.</b>			
Term 1 (week 7)		Book festival venue based on dates agreed upon.			
Term 1 (week 8)		Complete and send the Service Agreement to the venue.			
Term 1 (week 9/10)		Confirm workshop dates and host school location. You will need to contact the Film By Officer, Karishma Mathur (karishma.mathur@det.nsw.edu.au) to organise workshops for teachers and/or students for all participating schools.			
Term 1 (week 9/10)		Tell local schools in the area about Film By workshops in Term 2			
As you get them/ on going		Update database with new schools and contacts. Ensure you link in the Film By Officer, Karishma Mathur to this information.			
On going		Hold regular meetings for all participating schools to touch base.			
<b>Term 2</b>					
Term 2 (week 1/2)		Organise support meetings for teachers and encourage them to join community of practice or book film kits. This can be done via T4L - please look at booklet for links.			
Term 2 (week 2)		Send save the date invitations to students, parents, wider school community, sponsors, etc.			
Term 2 (before the event)		Work with Film By Officer, Karishma Mathur, to organise local workshops including venue risk assessment support, catering for presenters, etc.			

Term 2 (about 2 weeks before workshops run)		Remind schools of upcoming workshops.			
Term 2 (week 3/4)		Committee Meeting			
Term 2 (week 5 – 7) on going		Approach local companies/business for sponsorships.			
Term 2 (week 7) on going		Invoice sponsors where needed.			
Term 2 (week 7/8)		Book red carpet, banners, backdrop, etc.			
Term 2 (week 8 – 10)		Catch up on any missed tasks for term 2			
<b>Term 3</b>					
Term 3 (week 1)		Organise awards for the top 3 films (optional)			
Term 3 (about 2 weeks before submissions are due)		Send out the digital submission form 2024 to all participating schools. The Film By Officer, Karishma Mathur, needs to have access to all the related forms and data.			
		<a href="#">Submission form 2024 (Please ensure you clone this form first)</a>			
Term 3 (week 4)		<a href="#">Set up ticketing website (eg: Trybooking)</a>			
Term 3 (week 4)		Ask for Evacuation Plans from the venue. This will be needed for your risk assessment for schools later.			
Term 3 (week 5 - 7) depending on your film festival date		Organise Risk Management Plan for the Film By Festival.			
Term 3 (week 6 - 7)		Film submissions due.			
Term 3 (as soon as you get the submissions - week 7 - 9)		The committee as a whole, with Film By Officer if needed, reviews ALL entries and provide feedback to changes if required.			
Term 3 (week 7 – 9) as soon as possible		Return films with feedback to be fixed if required.			
Term 3 (week 8 – 10) as soon as possible		Review second edits where required.			
Term 3 (week 10)		Judge final films as a committee (with Film By Officer if needed).			
Term 3 (week 10)		Collate films and ensure data is accurate.			
Term 3 (week 10) - as soon as you have selected your final films. This process can take up to 4 weeks.		Send all selected films to be formatted to DCP (this can take between three to four weeks).			
<b>Term 4</b>					
Term 4 (week 1/2)		Participating schools are notified.			

Term 4 (week 1/2)		Ticket information communicated to all participating schools and wider community.			
		Ensure you account for all the complimentary tickets for schools, sponsors and VIP guest for Matinee and Premiere.			
Term 2 (week 2)		Email Risk Management Plan for the Film By Festival to ALL participating schools. Ensure you have attached the venue's evacuation plan received from the venue.			
Term 4 (week 2 - 3)		Organising running order of films (ensuring there is an interval).			
Term 4 (week 2 - 3)		Evacuation Plans have been sent to all participating schools.			
Term 4 (week 3)		Matinee details.			
Term 4 (week 3)		Finalise matinee and premiere running order.			
Term 4 (week 3)		Book event staff and ushers.			
Term 4 (week 3-4)		Finalise program design.			
Term 4 (week 4)		Send VIP RSVP for complementary tickets and sponsor tickets.			
Term 4 (week 4)		Program to printer.			
Term 4 (week 4)		Awards allocated.			
Term 4 (week 4)		Seating plans finalised.			
Term 4 (week 5)		Bump in and out list.			
Term 4 (week 5)		OHS meeting – prepare lanyards, first aid, signs in sheets, etc.			
Term 4 (week 5 - 6)		Prepare ticket lists, print seat plans, print VIP list, names of ushers, etc.			
Term 4 (week 5 - 6)		Sponsorship certificated printed and posted/dropped off.			
Event day		Film By Festival.			
On festival day		Awards distributed.			
Day after festival day		Send Evaluation to all participating schools			
Term 4 (week 8/9)		Reflect and Evaluation - post event dinner/meeting.			
Term 4 (week 8/9)		Transfer funds.			
Term 4 (week 8/9)		Print of SAP statement for Film By Officer.			
Term 4 (week 9/10)		Send evaluation results to Film By Officer.			
<b>Minimum Expenses</b>					
Teacher release days					
Venue Hire					
Printing Costs					
Additional Prize giving					