Bellarine Arts Trail 2021 - Timeline

Date	Activity
10 May	Callout to Artists begins.
7 June	Registrations close.
May / June	• Liaise with Leanne Stein – Queenscliff Council. • Confirm artists payment prior to confirming registration. • Collect and collate artist information, artist statement and image for map. • Analysis of venue requirements. • Finalise negotiations regarding public venues. • Obtain printing quotes. Select printer. • Liaise with LogoZoo regarding the trail map.
7 June – 5 July	Draft all information for the map including artist location, image, contact details and artist statement.
5 – 16 July	Proofreading – artists to proof read their map entry – PRIOR TO BEING SENT TO LOGOZOO.
19 July	Send draft map information to LogoZoo.
9 August	Draft map returns from LogoZoo for proof reading.
9 – 13 August	Proofreading – **artists** to proof read their map entry.
16 August	Return map to LogoZoo for final tweaking.
23 August	Printing of maps commences.
30 August	Proof read map layout from printers.
3 September	Respond to printer – give go ahead.
13 September	Pick up maps from printer, commence distribution.
September / October	Conduct risk assessments on artist studios and public venues.
13 Sept – 31 October.	Publicity and media engagement. Social media campaign. ARTISTS to assist with publicity via their own social media and networks. Possible artist media engagement opportunities – tba.
30/31 October	Bellarine Arts Trail event.
TBD	Debrief session.