

## PROJECT TIMELINE AT A GLANCE

Phase	DATE	EVENT	CHECKLIST
EOI	4 March 2014	EOI sent out with newsletter to members, FB and web event and press release	
	14 April	EOI due Email electronic version to info@actmba.com or post electronic files on DVD or usb and hard copy Arts Council Toowoomba, PO Box 1421, Toowoomba Qld 4350	
	18 April 2014	ACT to present collated files to PAAG	
	7 May 2014	PAAG selects up to 18 artists from those who submitted EOIs and a site for each.	
DESIGN	9 May	PAAG advise ACT of selected artists and sites. ACT prepare letters of design/concept development agreement for selected artists.	
	10 May 2014	Risk Management workshop with stakeholders including 18 selected artists and commission concept development/design. Payment of \$250 – half design fee	
	7 June 2014	<b>DEADLINE FOR Designs</b> to be sent electronically to <info@actmba.com> or posted the PO Box 1421 Payment of \$250 when designs received.	
	9 June 2014	ACT to collate Designs/developed concepts and send them to PAAG.	
	<b>12 June 2014</b>	PAAG committee selects 10 Artists and provides feedback to artists	
	13 June	ACT contacts selected 10 Artists	
FABRICATION /ACTUALISATION	18 June 2014	MOUs/contracts signed, design approved, fabrication commissioned first fabrication/production fee paid \$700. Mentor liaison	
	10 September	Mentor visit to artists	
INSTALLATION	17-18 September	Installation and photography, Inspection quality & safety check by ACT, PAAG and TRC Council officers. Remediation of any faults and sign-off.	
LAUNCH	Thursday 18 September 2014	Launch of project with public event. Payment of second 50% of fabrication fee on completion of project \$800	
EXHIBITION supervision, workshops	19-28 September	Supervision of works, maintenance, workshops	
DEINSTALLATION Take down	29-30 September	Take down works in safe manner	