SHOOT & SOUL FESTIVAL 2016

PRODUCTION PLAN

TASK	JAN	UARY	FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST	•		SEPTE	EMBER			OCTOBER
	W1 W2	W3 W4	W1 W2 W3	W4 W	1 W2 W3	W4 W1	W2 W3	W4 W1	W2 W3	W4 W1	. W2 W3	W4 V	/1 W2 W3	W4 W	V1 W2 W3	W4	W1	W2 W3	25	26 27	W1	W2 W3 W4
Management & administration																						
Festival's definition																						
Festival's logo and graphic design																						
Submissions rules definition																						
Festival's presentation to sponsors																						
Contract signing by sponsors																						
Festival's venue booking																						
Band booking																						
Preparation of the technical rider																						
Website & social media profile design																						
Website & social media launch									ĺ													
Submissions open																						
Submissions																						
Submissions close																						
Internal Jury selection																						
Notification to the finalists																						
Finalists send HQ content for showcases																						
Online communication campaign																						
Offline communication campaign																			l			
Arrival of the jury to Bilbao																						
Shoot & Soul Festival																						
Jury meeting																						
Final and winner announcement																						