

Appendix 1:

Naming of New Bridge in Victoria Park – Timeline of Activities

	Stage 1				Stage 2	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
MONTH	June	June	July	August	September	October
TASK(S)	Panel agreed and invited to meeting re campaign	Panel meeting	Shortlisting Names		Online Voting Open Competition	To SP&R or P&L October meeting.
	Leaflet Design/ Online Entry Template drafted	Comp T & C's drafted and agreed Leaflet Print Competition open for entries	Submit Top 3 - 5 (TBC) to City Matters Sept edition (Need content early/mid July for August sign off)	Top 3- 5 entries informed.	Winner/Bridge name chosen end Sept	Approval by BCC November meeting. Bridge to open / named November.
	List of specific Key Stakeholders identified	Contact key stakeholders/secure face to face communications		Set up online voting system		
	Communications/PR plan drafted	Build interest around Bridge – <i>Online Campaigns</i>		Leaflet to promote		