

# Appendix 1

## European Capital of Culture Bid Critical Timelines

Activity	Deadline	Timeline Available	Support Services Required
Stage 1 Submission date	Friday 27 <sup>th</sup> October	23 weeks	Delivery to DCMS in London (Carrier?). Once confirmed may push timelines
Final Sign off of bid document to printers	Monday 9 <sup>th</sup> October	20 weeks	Proof reader(s)
Final draft proof received from designers	Friday 6 <sup>th</sup> October	20 weeks	
Council approval of Stage 1 Bid: - BCC - DCSDC	Monday 2 <sup>nd</sup> October Thursday 28 <sup>th</sup> September	19 weeks	Meeting of the Elected members group in advance
Draft content to be provider to designers	Friday 15 <sup>th</sup> September	17 weeks	Designer to be procured; Print company to be procured Allow minimum of
Committee Deadlines for report - BCC (City Growth & Regeneration 13/09) - DCSDC (Business & Culture 12/09)	Friday 8 <sup>th</sup> September Friday 1 <sup>st</sup> September	16 weeks 15 weeks	Meeting of the Elected members group in advance
Stakeholder Engagement Day	Week of 4 <sup>th</sup> September	16 weeks	Derry venues
Draft 3 application review by Project Board/Steering Group	Friday 1 <sup>st</sup> September	15 weeks	Meeting of the Project Board/Steering Group
Draft 3 of application form completed for review by script editor	Friday 18 <sup>th</sup> August	13 weeks	Script editor to be procured in advance – allow min of 12 weeks

Activity	Deadline	Timeline Available	Support Services Required
Draft 2 application review by Project Board/Steering Group	Monday 7 August	11 Weeks	
Draft 2 of the application form completed for internal review	Friday 28 <sup>th</sup> July	10 weeks	
Draft 1 of application form completed for internal review	Friday 7 <sup>th</sup> July	7 weeks	
Stakeholder Engagement Event	End of June	3 Weeks	
Engagement rollout using multiple mechanisms & media	Ongoing	Ongoing	- NB. Feedback from engagement will help inform and shape the emerging vision, themes and submission
Project launch	20 June	1 week	<ul style="list-style-type: none"> <li>- Website &amp; social media channels activated</li> <li>- Brand toolkit designed &amp; available for use</li> <li>- Stakeholder activities and dates set</li> </ul>
Creative Stakeholder Engagement Event	Monday 19 June	1 week	- Seamus Heaney Centre Venue
Joint Members' Workshop	Monday 19 June	1 week	- Seamus Heaney Centre Venue

## Summary of Critical Deadlines

Stage 1 Submission date	Friday 27 <sup>th</sup> October
Final Sign off of bid document to printers	Monday 9 <sup>th</sup> October
Final draft proof from designers	Friday 6 <sup>th</sup> October
Council approval of Stage 1 Bid	Monday 2 <sup>nd</sup> October Thursday 28 <sup>th</sup> September
<ul style="list-style-type: none"><li>•BCC</li><li>•DCSDC</li></ul>	
Draft content to be provided to designers	Friday 15 <sup>th</sup> September
Committee Deadlines	Friday 8 <sup>th</sup> September Friday 1 <sup>st</sup> September
<ul style="list-style-type: none"><li>•BCC (City Growth &amp; Regeneration 13/09)</li><li>•DCSDC (Business &amp; Culture 12/09)</li></ul>	
Draft application ready for review by Project Board	Friday 1 <sup>st</sup> September
Project Launch	20 June