

FilmMerton GLA Monthly Update: April 2019

Item	Activity in last month: <i>Summary of key targets in project plan for period</i>	Activity Next Month	Key Activity next 3 months
Key Dates (even if indicative)	<p>*MMCK: 12/3 Attended CAG meeting;13/3 sent email re: webpage proposal; prepared for Hidden Stories; 14/3 attended Hidden Stories opening film;18/3 sent copy to Town and Leisure magazine; 19/3 discussed My Merton article with Hannah; 20/3 worked on What's On April-June with Karen;21/3 discussed film season with Francesca Martinez;22/3 Had telephone meeting with Justine Simons re film season; 25/3 liaised with Mitcham Fire Station re use as venue; 29/3 contacted Abby Burford re news release; 2/4sent CAG dates for diary; prepared and sent advert for Mayor's Ball programme; 3/4 prepared for Hidden Figures screening; Attended film screening and collected What's On postcards from printers.</p> <p>**DD: General/Marketing/Evaluation: Attended CAG meeting 12 March. Attended Audience Agency meeting 12 March.</p>	<p>MMCK: 14/5/CAG Meeting; 15/5 GLA monthly monitoring due; film screenings in May; scheduling, marketing and publicity; monitor budget expenditure; identify funding sources - ongoing</p> <p>DD: General/Marketing/Evaluation: Send briefing report to CAG meeting 9th April.</p>	<p>MMCK: Marketing upcoming seasons effectively ensuring that they reach as wider audience as possible; monthly CAG meetings; attend regular meetings in the community; monthly GLA monitoring reports; monitor and manage the budget</p> <p>DD: Attend CAG meetings, ongoing funding opportunities to extend & lengthen programme</p>
Comms plans already in place	<p>Ongoing work with artist Karen Baker to design a range of tools i.e. leaflet for guest curator seasons; develop online presence via twitter, Facebook and webpage; liaising with photographer, Rebecca Cresta, to capture project development.</p>	<p>CAG make decision on webpage option; secure media exposure for community groups and project in general, ongoing; establish an online platform as reference point for project.</p>	

Updated contacts for Comms colleagues or PR support	Nothing to report	Nothing to report	
Programme and Project Planning	<p>MMCK: 13/2 discussed website with Karen Baker and a mock-up sent to CAG;13/3 spoke with Proscreens and Nzingha about screening; 15/3 Created table of films and licences needed; 20/3 prepared for Hidden Stories 2nd screening; 22/3 spoke with Nzingha re film feedback; 25/3 chased community groups for What's On deadline; 26/3 confirmed room bookings with Merton Arts Space; 27/3 sent end of year invoices to LB Merton; paid for film licence;1/4 contacted producers Marjorie Prime re screening licence; 2/4 drafted GLA Monthly Report, programme update and budget reviewed .</p> <p>DD: Short Films: Contracts signed and first payments made. Liaised with BFI re: free loan of camera kit to Matvi Khosho</p> <p>Reality Festival: Free venue at General Giles Social Club secured for 6 & 7 March 2020.</p> <p>AR App: Continued discussions with Guidigo (location based AR platform) and plans developing for having community members help develop content with DD.</p>	<p>MMCK: distribute What's On postcard as widely as possible;focus on seasons for April-June making sure that marketing, room bookings and events are in place; raise profile of project by trying to gain national media exposure i.e. radio, printed press, establish an interactive, comprehensive online page; keep abreast of budget by regular monitoring and forecasting.</p> <p>General/Marketing/Evaluation: Attend CAG meeting 9th April.</p> <p>Short Films: Advise filmmakers on local casting opportunities. Pursue Christine's contacts at council re: FilmFixer for location fee waivers etc. Set up mentor meeting for Matvi Khosho.</p> <p>Reality Festival: Festival dates and venue confirmed. R&D schedule and programming.</p> <p>AR App: Continued R&D content creation and set up community group involvement.</p>	<p>MMCK: <i>Work with the community and partners to raise project's profile i.e. through talks, social media, publicising seasons etc; support community groups and guest curators to deliver successful and inclusive events and screenings</i></p> <p>DD: Short Films: <i>finalise details of Young Merton Filmmakers & runners up involvement in BFI Film Futures Festival Feb.</i></p> <p>Reality Festival: <i>branding designed for Festival selected laurels; secure key venue.</i></p> <p>AR App: <i>Industry judges & community judging panel for AR Festival invited; identify local stories/community input.</i></p>
Governance and Staffing / Recruitment	Nothing to report		

Where help/ support is required	Nothing to report this month		
Anything Else to Note	Hidden Stories season in March was a great success. Approximately 150 people attended the 3 films largely from the Pollards Hill estate but with a good demographic mix across age and ethnic background.		

***Maureen Mckarkiel Arts Consultancy – responsible for managing and delivering the community/curator film seasons**

**** Digital Drama – responsible for Content and Film Festival**

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