

Summer Music Festival Festival Site Plan

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Lesson 2

Summer Music Festival Costs

Site P	Plan Cost	s	Artist Costs		Standard Cost	Standard Costs		
Item	How many?	Amount	Trader	Amount	Item	Amount		
stage 30mx20m					day security			
PA for stage					night security			
lighting for one stage					first aid cover			
festoon lighting					insurance			
fencing					electricity			
shower block					water			
toilets					entertainment licences			
					PRS			
Total Site C	osts		Total Artists Costs		Total Standard Costs			
			Total Costs = (site + artists + standard)					





Lesson 3

Summer Music Festival Projected Income

Tickets Sales Projections			Traders	rs Other Sources of In		
Item	How many?	Amount	Trader	Amount	Item	Amount
adult weekend						
child weekend						
over 60s weekend						
family ticket						
camping adult						
camping child						
camping over 60s						
family camping						
Total incom projected tick	•		Total income from traders		Total income from other sources	
		tal Income ders + Other Sources		Total Projecte (Income – Co		





Summer Music Festival Music Grant Application Form

Office Use: Grant Successful?

Please complete this form using block capitals and blue or black ink. Successful applications will receive a music grant of £2000 towards their event.

1	Name of organisation	
2	Type of event	
3	Dates of event	
4	How many people (and of what ages) are expected to be at your event?	
5	Tell us about how you are promoting up-and-coming artists	
6	List other sources of projected income for your event	



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7	List your costs for the whole event	Sites costs = £ Artists Costs = £ Other Costs = £ Total Costs = £
8	You are applying for a grant of £2000. What percentage of your total costs will this grant cover?	
9	What three music-related goals do you want to achieve with your event?	1. 2. 3.
10	Sign and date the application	Print Name: Signed: Date:



Summer Music Festival **Music Grant Application Form: Successful Application Checklist**

(All items must be ticked 'yes' for an application to be successful)

	Yes	No
Application written in block capitals.		
Applicant has used blue or black ink.		
All sections are filled in.		
Dates cover three days which include Friday and the weekend.		
Calculations are correct.		
Percentage correct.		
Their three goals are all music-related.		
Name is printed and signed.		
Date is correct.		





Summer Music Festival Programme Planning

Block out areas for sound checks, concerts and performances using these grids.

Friday

		Venues	
Times			
12:00			
13:00			
14:00			
15:00			
16:00			
17:00			
18:00			
19:00			
20:00			
21:00			
22:00			
23:00			
00:00			





Saturday

		Venues	
Times			
12:00			
13:00			
14:00			
15:00			
16:00			
17:00			
18:00			
19:00			
20:00			
21:00			
22:00			
23:00			
00:00			



Sunday

		Venues	
Times			
12:00			
13:00			
14:00			
15:00			
16:00			
17:00			
18:00			
19:00			
20:00			
21:00			
22:00			
23:00			
00:00			



Summer Music Festival Running Orders for Concerts

Working backwards from the start of the concert, plan the sound checks including a clear break of 45 minutes before the start of the concert. Then, plan the concert timings in detail including 5 minutes in between each artist for the MC to talk and the stage to be changed for the next act.

Use as many of these planning sheets as you need in order to plan all your concerts.

Remember to add a finish time for your concert.

Event Number	
Concert Title	

Times	Activity/Artist



Lesson 5

Summer Music Festival Design Ideas

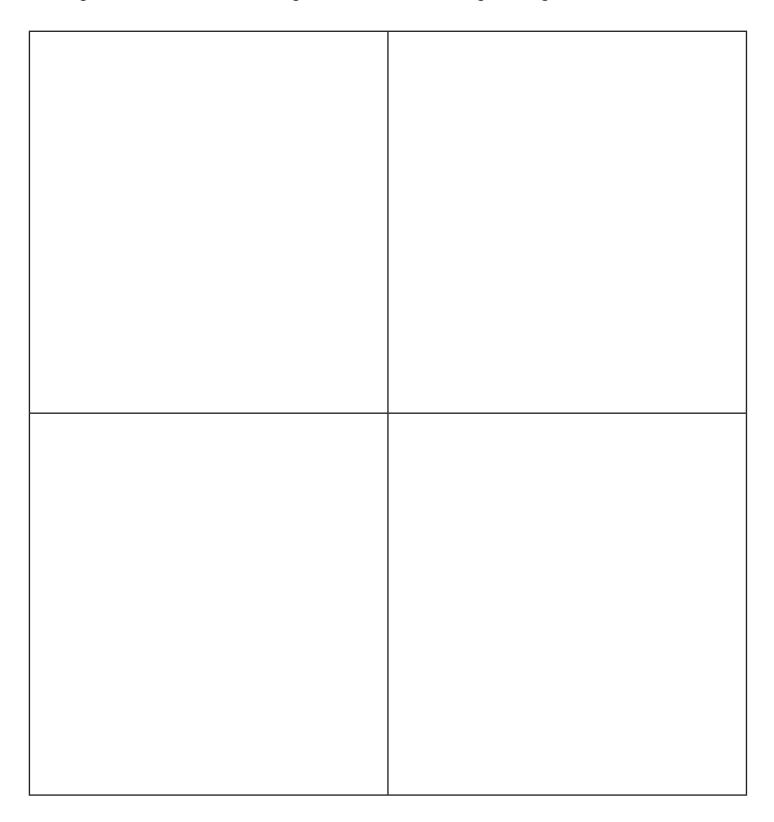
Festival Name	
Words to describe the atmosphere or theme of your festival	
Colours you might use	
Festival posters I have seen and liked	
Selling points to put on my poster	
List of artists to go on the poster in order from top to bottom	
Anything else I want to include	

Now use this sheet as a handy shopping list as you start to design your poster.



Summer Music Festival Logo Design Ideas

Try different designs of logos for your festival. Think about what is important to your festival and try to include that in the design. Choose colours that go with your theme.







Summer Music Festival Poster Design Ideas

Try sketching 4 different designs of poster before choosing your favourite, or elements of a couple of them, then, design your final poster on a large piece of plain paper.

Don't forget to make a note of where your logo might go on your poster.

