

FUSION Toolbox – Summary Checklist

	DONE
COMING UP WITH IDEAS	
Are you still looking for ideas?	
Why do you want to do your project?	
What do you want to achieve with this project?	
Who is your target group?	
Which festival would be the best one to implement the project?	
Are the festival days the best time to implement the project?	
Have you looked at projects that already exist at festivals?	
Still need some ideas for creativity and innovation?	
DEVELOPMENT AND PLANNING STAGE	
When is the best time to approach a festival?	
For Festivals: Do you release an official call for proposals?	
Is the project proposal easy to read for an outsider, and is handing in a proposal easy?	
Who does what?	
Who do you call?	
Are the methods tailored to enable the activity to reach its objectives in the most efficient and timely manner?	
Have you checked any legal and safety requirements that might be relevant for the project?	
There certainly isn't any bureaucracy at festivals... or is there?	
Do you have all required legal documents?	
Are giveaways part of the project?	
Do you know your partner's history?	
Does the festival take place at special seasons / times of year?	
Do you have a back-up plan?	
Do the festivals already have space for NGOs? Or social projects and programmes?	
Are you prepared to bear the consequences of your actions?	
DESIGN AND PARTNERSHIP	
Do you know your deadlines?	
Have you made a deal with clear terms?	
How much (physical) space is there to implement the project?	
What is the minimum/maximum number of people necessary to realize the project?	
Is it possible to include the NGO in the awareness programme of the festival?	
Where on the festival site will the project be?	
How should the NGO's booths look like?	
Are you aware of the distances you have to travel on a festival site?	
Is there an adequate balance between project and free time for the participants?	
Are you ready for risk-management and problem-solving?	
Is it possible to connect the work of different NGOs at a festival?	

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Is the project creative?	
Are you working with local suppliers?	
REACHING OUT & COMMUNICATION	
Who is the contact person at the festival?	
How will you communicate the project to others?	
Who can broadcast and talk to the press?	
Have you considered documenting the project?	
Is there a stage exclusively for NGOs?	
BUDGETING AND FINANCES	
How will project partners be accommodated?	
Have you considered that festivals are expensive places?	
What can be done to make the NGOs' stay as easy and affordable as possible?	
Is there public funding available that might support the projects?	
Do you know how much you have to pay?	
Do volunteers have to pay to participate in the festival?	
What do you have to pay the volunteers?	
Is collecting donations possible/accepted?	
Is the festival run cashless?	
IMPLEMENTATION	
Have you considered testing your project?	
Do you have all the necessary equipment for your trip to the festival?	
Is all the necessary equipment to implement the project available?	
Have you agreed on a timeline for the project?	
Do you know your competencies?	
Do you have enough material?	
Does the entire crew know about the planned methods and activities?	
Do you know when cars are allowed to enter the festival site?	
What should you have done before the final day?	
Way finding: How will visitors find the project?	
Is there an info pack for NGOs?	
EVALUATION, ASSESSMENT & FOLLOW-UP PROJECTS	
Do you know the difference between evaluation, monitoring and impact assessment?	
Do you have a detailed evaluation plan?	
Do you have a debriefing and sharing meeting planned?	
How can you make your project available to others?	
Can you expand your partnership beyond the event itself?	
Have you written a "Thank You" mail?	
Do you need ideas for interactive methods for group evaluation?	