

Project Flow					Project Start Date: 1 Jan 2026		
The Arts House Limited					Project Lead: Abdul Hairudin		
Tasks	Quarters (Q) / Months						
	Q1			Q2			
	Jan	Feb	Mar	Apr	May	Jun	
Project Initiation							
Finalise Concepts and Partners	1 Jan - 16 Jan						
Secure Funding			17 Jan - 15 Feb				
Venue Confirmation			12 Feb - 14 Feb				
Programme Development							
Programme Structure Finalisation			15 Feb - 1 Mar				
Guest Artists and Facilitator Confirmation	2 Jan - 20 Jan						
Development & Enhancement of Session Flow & Content	1 Jan - 14 Jun						
Marketing & Publicity							
Designing of Posters, Online Visual and Marketing Material			2 Mar - 31 Mar				
Launch of Marketing Campaign			1 Apr - 14 Jun				
Community & Social Media Engagement			1 Apr - 9 Jun				
Social Media Challenge Launch					10 Jun - 30 Jun		
Logistics & Procurement							
AV & Technical Setup Planning			14 Feb - 9 Jun				
Equipment & Materials Procurement			20 Feb - 20 Mar				
Photobooth Setup & Props Coordination	1 Jan - 31 May						
Pre-Event Operations							
Risk Assessment			15 Jan - 1 Mar				
Rehearsals & Run-through			15 Mar - 14 Jun				
Final Logistics & Venue Checks					31 May - 9 Jun		
Event Execution							
Main Event Programme Start					10 Jun - 14 Jun		
Open Mic & Guest Collab Sessions							
Post=Event Wrap-up							
Feedback Collection & Survey					10 Jun - 21 Jun		
Final Reporting & Budget Review					22 Jun - 30 Jun		
Thank-you Notes & Public Posting					14 Jun - 30 Jun		