

CIR Collaborative Tools

TUTORIAL · ORGANIZATION OF A FESTIVAL
La Grainerie (France)

ORGANIZATION OF A FESTIVAL

L'EUROPÉENNE DE CIRQUES
Oct. 13-20th, 2018

L'EUROPÉENNE DE CIRQUES 2018

- 16 companies
 - 19 shows
 - 8 venues
 - 80 artists and 20 technicians
 - between 40 and 80 professionals from the circus sector
- shows
 - work in progress presentations
 - meetings with partners of La Grainerie's international cooperation projects
 - workshops and round tables dedicated to professionals and artists
-

We need a tool allowing a project team to **collaborate**



We need a tool adapted to our **different missions**



We need a tool **centralizing all the information**



USER STORIES

We need a tool allowing us to **work remotely**



We need a tool showing the **evolution of the work**



We need a tool showing **who is responsible for what**



We need a tool to collaborate on the organization of a festival with international artists and different venues (La Grainerie and local partners)

We need a tool adapted to the different missions of the organizers: artistic programming, production, technical preparation, communication

We need a tool showing who is responsible for what

We need a tool showing the evolution of the work (what is planned, what is being done, what is done)

We need a tool allowing us to work remotely (permanent and non-permanent staff)

We need a tool centralizing all the information and preventing massive emailing

1st TRELLO TABLE - PROGRAMMING

The screenshot shows a Trello board titled "ORGANIZATION OF A FESTIVAL" with a top bar containing "Personnel", "Privé", and a user profile. The board is organized into several columns:

TO BE REVIEWED	PRODUCTION - COMMUNICATION REVIEW	TECHNICAL REVIEW	CONFIRMED COMPANIES	RULED OUT COMPANIES
COMPANY X COMPANY Y COMPANY Z + Ajouter une autre carte	COMPANY D - 14/10 at 20:00 @ La Grainerie COMPANY E - 15/10 at 19:00 @ Other circus venue + Ajouter une autre carte	COMPANY A - 13/10 at 20:30 @ La Grainerie COMPANY B - 17/10 at 18:00 @ Other theatre COMPANY C - 20/10 at 15:00 @ La Grainerie + Ajouter une autre carte	+ Ajouter une carte	+ Ajouter une carte

IDEAS/QUESTIONS	RULES OF THE TABLE
+ Ajouter une carte	+ Ajouter une carte

IDEAS/QUESTIONS

A separated column for all the other subjects (special communication for professionals, group reservations, etc.) used as a memo.

RULES OF THE GAME

A specific column explaining how to use this Trello table. (Who can do this and can't, etc.)

RULES OF THE GAME

Programming

Production
Communication

Technical
preparation

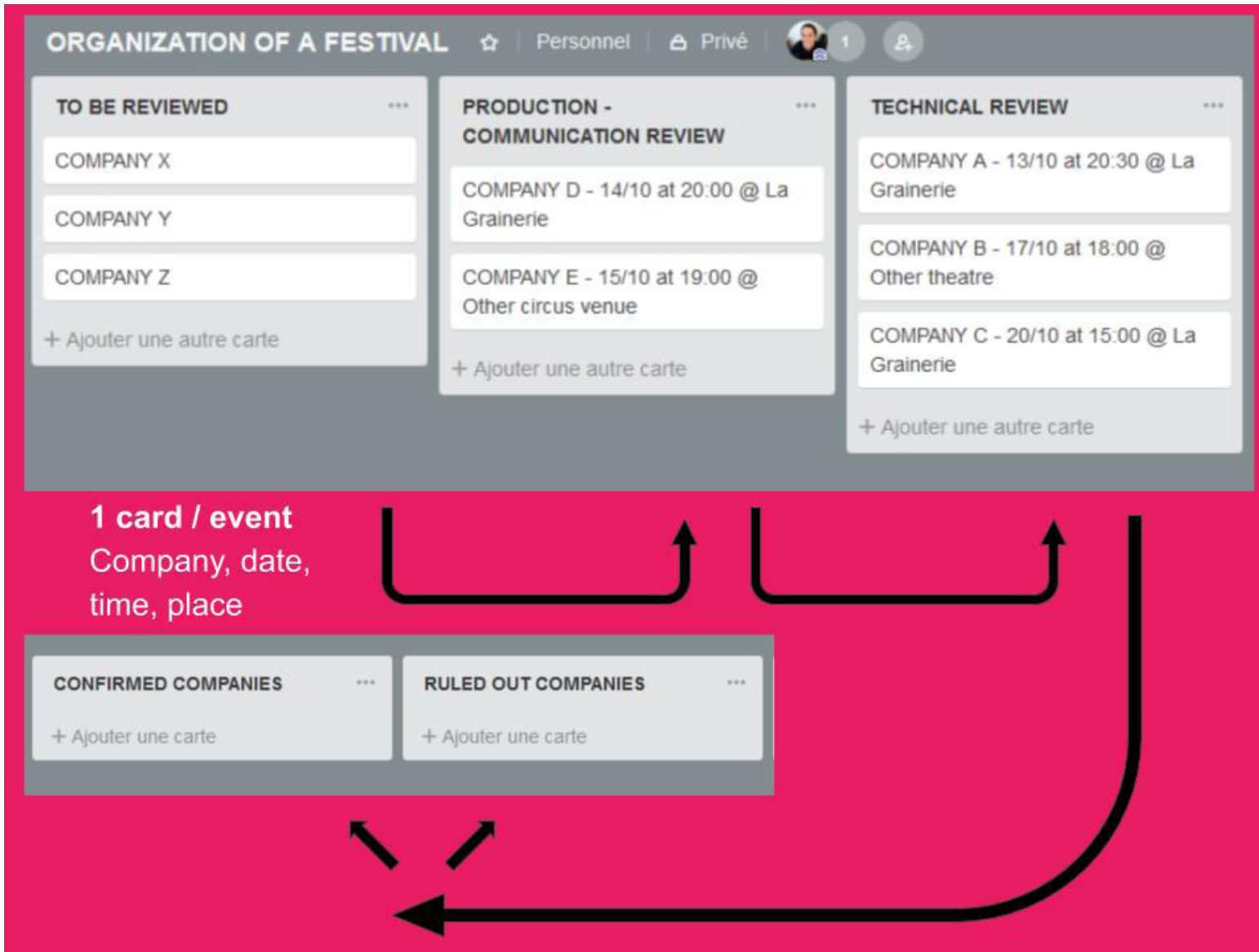


Chronological process: Team 1 => Team 2 => Team 3

Each team is responsible for its own column and only works on its own column.

If you are not responsible for a column and want to add a question/information, use the comments to exchange with the others.

You can't give a task to someone without informing him/her before.



PRODUCTION/COMMUNICATION REVIEW

As soon as a show is confirmed by the programming team, it goes to the PRODUCTION/COMMUNICATION column.

TECHNICAL REVIEW

The TECHNICAL team use the information collected by the PRODUCTION team to build the technical planning (human resources, set up and strikes, technical material needs, etc.).

TRELLO CARD - DESCRIPTION & LINKS

20/10 18h CircusNext : LAURA MURPHY @ La Grainerie
Dans la liste [Etude prod budget comm](#)

MEMBRES
[Avatar] [Avatar] SB +

Description [Éditer](#)

Dans le cadre de CircusNext, Laura Murphy vient à la Grainerie en résidence début octobre + en présentation de travail pendant l'Européenne **le samedi 20/10**. Elle a déjà présenté 20 min de son travail lors de la sélection CircusNext et travaillera pendant + de 3 semaines en résidence cet été : évolution à prévoir entre maintenant et l'automne.

Durée de la présentation : Laura a aujourd'hui 20 min de matière, elle compte avoir entre 30 min.

Pré-montage salle de créa : le 09/10 (idem Random)

Accueil technique en créa : à partir du 19/10 car Random joue le 18 au soir

Besoins techniques à ce jour : une corde, un micro avec pied, système son pour musique pré-enregistrée

Lumières : pas de plan de feux à ce jour, mais besoins très légers pour l'instant : une douche sur la corde + sur micro

Nb de personnes à héberger : 1 > Chambre réservée du jeu 18 au samedi 20

Repas : VG et sans lactose (midi-soir catering, petit dèj fourni par la Grainerie)

Transports : AR Bristol-Toulouse avec un bagage en soute

PRODUCTION INFO : budget, transport, accommodation, meals, planning, etc.

COMM LAURA MURPHY [Retirer...](#)

[Photos LAURA MURPHY HD ~...](#)

[Infos Laura Murp...](#) [Contra 3 Will Po...](#) [contra 2 Will Poo...](#)

[contra 1 Will Poo...](#)

[Ouvrir le dossier dans Google Drive](#)

LAURA MURPHY [Retirer...](#)

[TECHNICAL RID...](#)

[Ouvrir le dossier dans Google Drive](#)

LINKS TO THE GOOGLE DRIVE
Communication elements +
Technical rider

1 column only, with 1 card per event

Card's title:

- date
- company/show
- place

Card's description: production details (budget, transport, accommodation, meals, planning, etc.)

Card's links:

- presentation file
- technical rider
- communication elements

All the links refer to a unique Google Drive file where the information of the festival are stored.

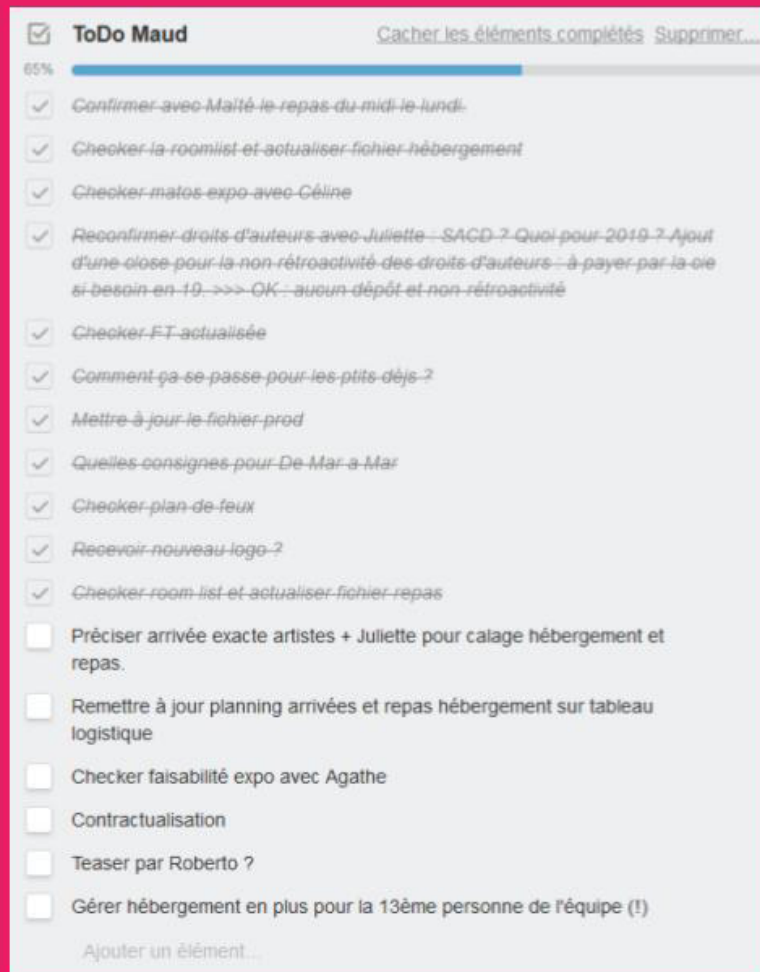
The COMMUNICATION team uses the elements linked to each show. They can use the Trello to find the information but can also explore the common Google Drive folder where there is the same organization: 1 file per company.

All the information needed for programming, production, technical aspects, communication are stored in a unique folder dedicated to the organization of the festival.

All the information are linked to a Trello card.

Example: in the card of Company A, I can find its presentation dossier, its communication elements, its technical rider, etc.

TRELLO CARD - PERSONAL TO DO LIST



☒ **ToDo Maud** Cacher les éléments complétés Supprimer...

65%

- ☒ Confirmer avec Maïté le repas du midi le lundi.
- ☒ Checker la roomlist et actualiser fichier hébergement
- ☒ Checker matos expo avec Céline
- ☒ Reconfirmer droits d'auteurs avec Juliette – SACD ? Quoi pour 2019 ? Ajout d'une clause pour la non rétroactivité des droits d'auteurs – à payer par la cie si besoin en 10 ->>> OK – aucun dépôt et non rétroactivité
- ☒ Checker FT actualisée
- ☒ Comment ça se passe pour les ptijs déjà ?
- ☒ Mettre à jour le fichier prod
- ☒ Quelles consignes pour De Mar à Mar
- ☒ Checker plan de feux
- ☒ Recevoir nouveau logo ?
- ☒ Checker room list et actualiser fichier repas
- ☐ Préciser arrivée exacte artistes + Juliette pour calage hébergement et repas.
- ☐ Remettre à jour planning arrivées et repas hébergement sur tableau logistique
- ☐ Checker faisabilité expo avec Agathe
- ☐ Contractualisation
- ☐ Teaser par Roberto ?
- ☐ Gérer hébergement en plus pour la 13ème personne de l'équipe (!)

Ajouter un élément...

Trello's checklist

1 column only, with 1 card per event

Card's title:

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GOOGLE DRIVE

Mon Drive > EUROPÉENNE DE CIRQUES 2018

Nom ↑
CircusNext
COMMUNICATION
DOSSIERS CIES
EDC PROS
FICHE NAVETTE
LOGISTIQUE
EdC - Quotas billetterie
GRILLE PROG*.xlsx

Mon Drive > EUROPÉENNE DE CIRQUES 2018 > COMMUNICATION

Nom ↑	Propriétaire
COMM ALLER RETOUR	céline Grainerie
Comm AMER I AFRICA	moi
COMM BALTHAZAR (20 min in situ)	moi
COMM CHEMINS EMERGENTS	moi
COMM CIRCLE	moi
COMM FOCUS PACT EN GENERAL	LE PACT
COMM IPIS LIDO	moi
Comm JOSÉ ET DANI	moi
COMM LA MOB A SISYPHE	LE PACT
COMM LAURA MURPHY	moi
Comm LPM	LE PACT
Comm MARTA - ESCALE	moi

1 file / subject
1 file / company

1 column only, with 1 card per event

Card's title:

- date
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- place

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2nd TRELLO TABLE - SHARED TO DO LIST

TÂCHES prod tech prog ☆ Européenne de cirques Free Visible par les membres d'une équipe

TODO	DOING	DONE
Lister points en suspens ou à faire 3/18	Faire un prévisionnel du volume de repas pour renseigner le futur cuisto	Décider si fête du 20/10 formelle ou informelle 6 juil.
Transmettre à Alexa les infos sur paiements CN avant le 25/10	Arto : continuer échanges ER MG	Billetterie : contingents pros + artistes
Faire un point avec Yann Cuisto pour dispo	Partenariat Ramonville : Opération Amer i Africa le Mercredi 17 Octobre 1 2 3/3	Appeler Circus Next pour com
Grille de programmation en cours (cf validation tech et autres paramètres) 1 0/5	Vérifier conditions Amer i africa à la Fabrique avec Anne	Faire point rencontres pro & établi un programme
La Fabrique : continuer échanges 1	Faire point et réservation espaces avec le Lido et ML (Ipis, Chem EmerG) 0/3	Discuter la durée de présentation de LAURA MURPHY
Contacteur Rogelio Rivel	Atelier De mar a mar Programmation 2 3 3/7	Appeler Aller-retour pour vérifier disponibilité le 13/10
+ Ajouter une autre carte	+ Ajouter une autre carte	+ Ajouter une autre carte



PLANNING

Global Google sheet with all the spaces of La Grainerie

OCTOBRE											
patio 1			Studio 1			Studio 2			Studio 3		
									Création		
									Diffusion		
3 M			3 3 M			3 M Laura Murphy	3 M		3 M		3 M option ARNAS
4 J L'Agit			4 4 J			4 J Laura Murphy	4 J		4 J		4 J
5 V			5 5 V			5 V Laura Murphy	5 V		5 V		5 V Prémontage Silenzio
6 S			6 6 S			6 S Laura Murphy	6 S		6 S		6 S
7 D			7 7 D			7 D Laura Murphy	7 D		7 D		7 D
8 L			8 8 L			8 L Laura Murphy	8 L		8 L		8 L Silenzio
9 M			9 9 M			9 M Laura Murphy	9 M		9 M		9 M Prémontage Random + Laura
10 M Atelier de mar à mar ML			10 M Atelier de mar à mar ML			10 M	10 M Arrivée 16h - 16h30		10 M Atelier de mar à mar ML		10 M
11 J			11 11 J			11 J Lido	11 J Chem EmerG		11 J		11 J
12 V			12 12 V			12 V Oktobre reprise	12 V Chem EmerG - Filage 18h		12 V		12 V
13 S			13 13 S			13 S Oktobre reprise	13 S 18h Chem EmerG		13 S		13 S 20h30 R. Magro Silenzio
14 D			14 14 D			14 D Oktobre reprise	14 D		14 D		14 D
15 L			15 15 L			15 L Circle	15 L opt° IPIS		15 L		15 L Prémontage/ montage
16 M option 1 La Poste			16 M Radio caravane			16 M	16 M		16 M Acc tech Random		16 M cf. planning tech Agathe
17 M			17 M Radio caravane ? Tble Chaises			17 M	17 M		17 M		17 M
18 J Proje Iwana 14h00-15h00			18 J Radio caravane ?			18 J	18 J		18 J 18h J.Marti & P.Molina		18 J
19 V Cf résa ML			19 V Radio caravane ?			19 V 12h libre Blizzard	19 V		19 V Acc tech Laura Murphy		19 V
20 S			20 S Radio caravane ?			20 S Blizzard option	20 S		20 S 18h Laura Murphy		20 S 15h30 plateau PACT + 20h30 Ipis
21 D			21 D Radio caravane			21 D Blizzard option	21 D		21 D		21 D
22 L			22 L L'Aubépine			22 L	22 L Lucie Rosella		22 L		22 L
23 M			23 M 3 pers			23 M	23 M		23 M		23 M
24 M			24 M			24 M 12h Mattatsoo	24 M		24 M		24 M
25 J AGILE TOUR			25 J			25 J P11	25 J		25 J AGILE TOUR		25 J AGILE TOUR
26 V AGILE TOUR			26 V			26 V P11	26 V		26 V		26 V AGILE TOUR
27 S			27 S			27 S	27 S		27 S		27 S
28 D			28 D			28 D	28 D		28 D		28 D
29 L Cie Doré			29 L option Lido			29 L Modula Medulla	29 L		29 L		29 L
30 M			30 M			30 M	30 M		30 M Mr Le Directeur		30 M
31 M			31 M Cie BaNCALE			31 M	31 M		31 M		31 M Bestiaire

- Organization by space/date
- Global vision with the other activities planned at la Grainerie
- Does not provide information about activities taking place out of La Grainerie (partnerships with other venues)
- Does not give a vision of the festival only

Google sheet dedicated to the festival

- Organization by date allowing to follow the schedule on a daily basis
- Global vision of the festival activities
- Is not visible from the professional agenda of each member of the team

PLANNING

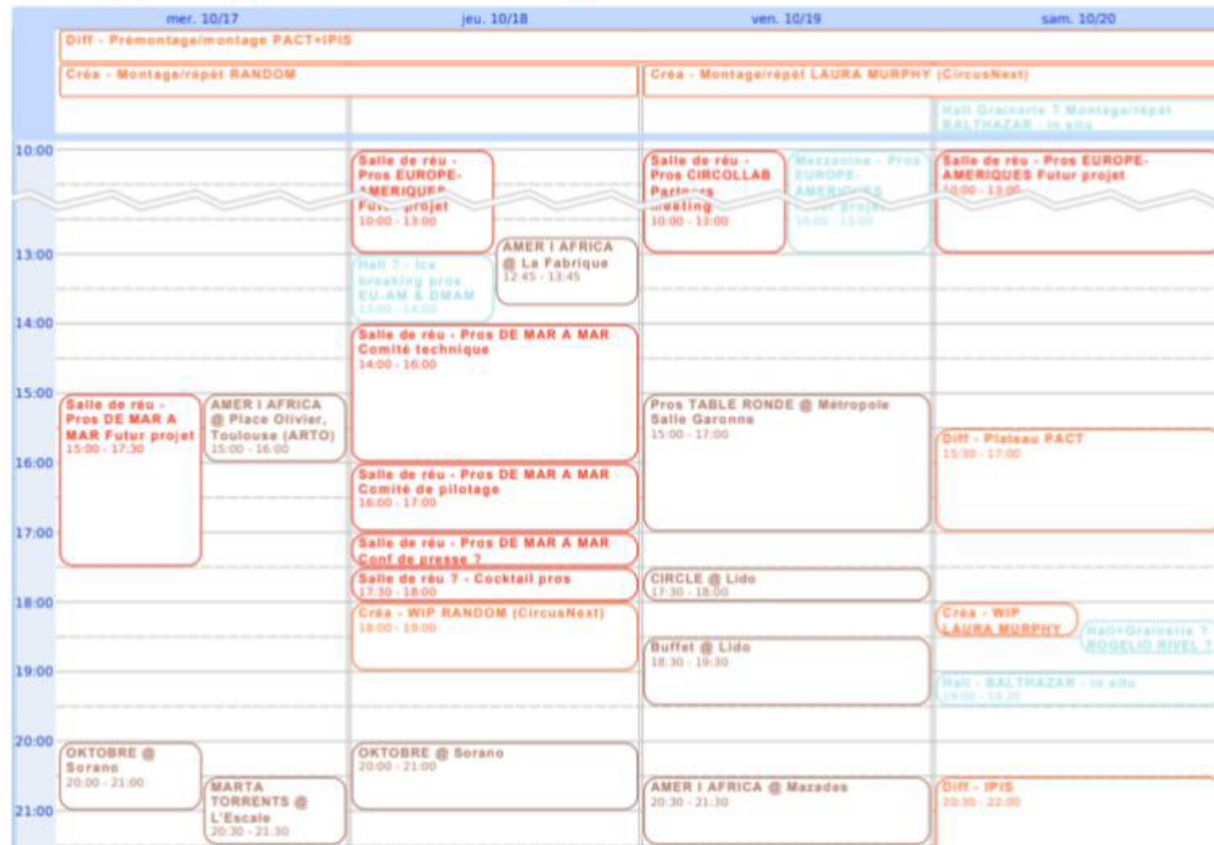
Google Agenda - Online version



- Organization by date allowing to follow the schedule on a daily basis
- Global vision of the festival activities
- Accessible from a unique Google Agenda (not on our individual agendas)

PLANNING

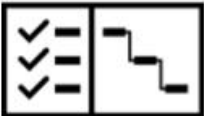
Google Agenda - PDF export



EXPERIMENTATION RESULTS

+

-

	Almost all the information about the programming are available online. Everyone has access to the information: no need to ask for something since it is uploaded on the Trello/Google Drive.	Other documents are still not online: communication material, production tables (budget, logistics) because it is easier to work on a tradition Excel sheet (Cf. pivot tables).
	It is possible to see the evolution of the work: what is done, what is being done, what has still to be done, and who is responsible for what.	If the people do not update the information they are responsible for, this Trello table is useless.
	The comments allow us to reduce the emails and are in the same space that the other information related to the subject of the discussion: very practical.	If the people don't answer quickly, they forget the discussion. (Mostly for people who don't use Trello regularly.)
	The to do table has not been really used. List of todos filled in, but not updated.	The checklist allows to have a to do list referring to one subject only (here, a show). Maybe more practical than a specific table for todos, at least for production issues.