



MUSICAL THEATRE IN ACTION

October 2018

PROJECT PLAN

Bonnie Carpenter
LEAP 500-801

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Introduction / Project Details:

EVENT: Artist in Residency – Musical Theatre Immersion

EVENT DATES: October 20th – November 3rd, 2018

EVENT TIMES: Weekday: M-F 5-6:30 & 7-9:50 PM
Weekend: Oct. 27th & 28th 11am-5pm
Culmination: Fri., Nov. 2 at 7:30pm & Sat., Nov. 3rd at 2pm

EVENT OVERVIEW:

The Idyllwild Arts Academy Theatre Department will host a Musical Theatre Artist-in-Residence for a two week intensive masterclass, “Musical Theatre in Action” from October 20th through November 3rd. Participants will have the opportunity learn from a Broadway musical theatre performer and create a musical theatre performance culmination.

Daily intensive masterclasses will be held from Monday, October 22nd through Friday, November 2nd. The culmination performance will be held both on Friday, November 2nd at 7:30 and Saturday, November 3rd at 2pm in IAF Bowman Theatre.

TOTAL BUDGET: \$ 8,000

PROJECT TEAM:

| Name: | Project Position: | Phone Number: | Email Address: |
|-------------------|---|---------------|----------------|
| Carpenter, Bonnie | Project Manager | (xxx)xxx-xxxx | xxx@xxx.xxx |
| Carpenter, Todd | Team Member/ Tech Support | (xxx)xxx-xxxx | xxx@xxx.xxx |
| Crites, Erin | Team Member / Administrative & Workshop Support | (xxx)xxx-xxxx | xxx@xxx.xxx |
| Holmes, Trevor | Team Member/ Tech Support | (xxx)xxx-xxxx | xxx@xxx.xxx |
| Dagnall, Ginger | Team Member / Administrative Assistant | (xxx)xxx-xxxx | xxx@xxx.xxx |
| Biley, Mark | Team Member / Marketing Liason | (xxx)xxx-xxxx | xxx@xxx.xxx |

PROBLEM STATEMENT:

Idyllwild Arts Academy theatre students’ training lacks the accessibility to current Broadway practices and personnel in order to fulfill our goal of pre-professional training in theatre arts.

MISSION, GOALS & OBJECTIVES

MISSION:

IAA Theatre believes rigorous training coupled with state of the art practices are essential to pre-professional theatre arts education.

PROJECT GOALS and OBJECTIVES:

- Goal 1: To establish working connections between professionals in the musical theatre industry with current aspiring artists.
 - Objective 1: To secure guest artist, Jacque Carnahan (who is also an alum of IAA) to work side by side with students.
 - Objective 2: To provide a New York or LA based professional accompanist for the duration of the class to work with students.
- Goal 2: To provide a substantial and “protected” amount of time for immersive and rigorous training
 - Objective 1: Arrange the yearly department schedule to prioritize this event in order to avoid casting overlap with other productions. This will allow MT students to fully participate without the distraction of double booking.
 - Objective 2: Schedule “protected” rehearsals from 5-6:30pm and 7-9:50pm Monday through Friday and 11am-5pm on Saturday and Sunday. Other obligations like private voice lessons and tutoring will be halted for that time period.
 - Objective 3: Clear student calendars of Student Services obligations in order to be fully immersed.
- Goal 3: To practice and reinforce professional habits of working artists.
 - Objective 1: Establish clear rehearsal protocol based on current professional practices
 - Objective 2: Utilize Union requirements and standards for performance assessments.

PROJECT NEEDS

DELIVERABLES

- Handouts
- Schedules
- Music/Show Content for Performance
- Publicity Materials for Culmination
- Programs for Culmination

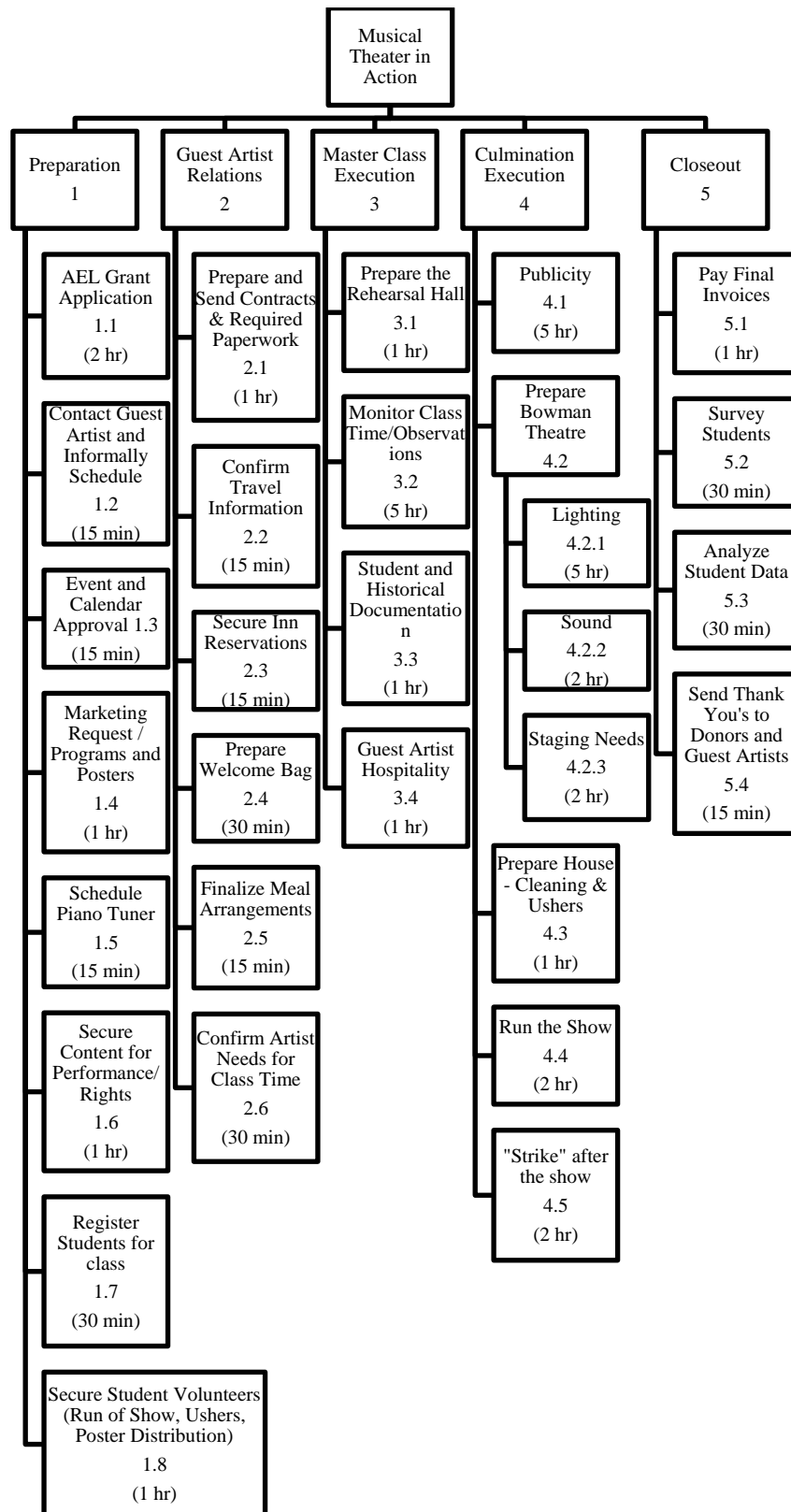
WORK REQUIREMENTS

- Calendar and venue approval from leadership
- Budget approval from leadership
- Budget assistance from AEL (Arts Enterprise Laboratory)
- Human Resources approval for Guest Artists

RESOURCES

- People
 - 1 project manager
 - 4 team members
 - 2 tech support / culmination support
 - 1 administrative assistant
 - 1 administrative support/workshop and facilities support
 - 5 student volunteers
 - 1 accompanist assistant/page turner
 - 3 ushers / poster distribution
 - 1 videographer/archivist
 - 1 janitorial staff member
 - 20 student participants (approximately)
- Financial
 - Theatre Department operational expense budget
 - Marketing Department operational expense budget
 - Theatre Department/Project Manager Institutional credit card
 - AEL Special Projects Grant
- Facilities
 - Rush Hall
- Equipment:
 - Wireless Mics / Sound System for performance
 - Lighting System
 - Piano
 - LED Stand light

WORK BREAKDOWN



TASK ASSIGNMENT

| | Bonnie | Todd | Erin | Trevor | Ginger | Mark |
|----------------------------------|--------|------|------|--------|--------|------|
| 1. Preparation | | | | | | |
| 1.1 AEL Grant App. | x | | | | | |
| 1.2 Guest Artist Initial Contact | x | | | | | |
| 1.3 Event / Calendar Approval | x | | | | | |
| 1.4 Marketing Request | x | | | | | x |
| 1.5 Schedule Piano Tuner | | x | | | | |
| 1.6 Secure Content | x | | | | | |
| 1.7 Register Students | x | | | | | |
| 1.8 Volunteers | | x | | | | |
| 2. Guest Artist Relations | | | | | | |
| 2.1 Employment Paperwork | | | | | x | |
| 2.2 Confirm Travel | | | | | x | |
| 2.3 Inn Reservations | | | | | x | |
| 2.4 Welcome Bags | | | x | | | |
| 2.5 Meal Arrangements | | | | | x | |
| 2.6 Confirm Artists Needs | x | | | | | |
| 3. Masterclass Execution | | | | | | |
| 3.1 Prepare the Hall | | | | x | | |
| 3.2 Monitor Classes | x | | x | | | |
| 3.3 Documentation of Event | x | | | | | |
| 3.4 Guest Hospitality | x | | | | | |
| 4. Culmination Execution | | | | | | |
| 4.1 Publicity | | | | | | x |
| 4.2 Prepare Bowman | | | | | | |
| 4.2.1 Lighting | | x | | | | |
| 4.2.2 Sound | | | x | | | |
| 4.2.3 Staging Needs | | x | | | | |
| 4.3 House Staff Prep. | x | | | | | |
| 4.4 Run Show | | x | x | | | |
| 4.5 Strike | | x | x | | | |
| 5. Close Out | | | | | | |
| 5.1 Pay Final Invoices | | | | | x | |
| 5.2 Survey Students | x | | | | | |
| 5.3 Analyze data | x | | | | | |
| 5.4 Thank you's | x | | | | | |

EVENT BUDGET

Event Budget - Musical Theatre in Action

| | Budgeted amount: | Actual amount: |
|---------------------------------|------------------|----------------|
| Expenses | | |
| Food | \$250.00 | |
| Lodging | \$1,750.00 | |
| Honorarium | | |
| Carnahan, Jacque | \$3,500.00 | |
| Accompanist | \$2,000.00 | |
| Materials & Supplies | \$250.00 | |
| Marketing | \$50.00 | |
| Contingency | \$200.00 | |
| Total Expenses | \$8,000.00 | |
| Revenue | | |
| Department Masterclass Budget | \$2,250.00 | |
| AEL Special Projects Grant | \$5,000.00 | |
| Administration Special Projects | \$750.00 | |
| Total Revenue | \$8,000.00 | |

CONTRIBUTORS

| | |
|---|-------------|
| Theatre Department Operational Budget | \$ 2,250.00 |
| AEL (Arts Enterprise Laboratory) Grant | \$ 5,000.00 |
| IAA Administration Special Projects / Director of Enrollment Management Budget | \$ 750.00 |

PROJECT SCHEDULE

Following pages include: May and August through November. During summer recess, Ginger Dagnall will be available for changes /amendments to planning process. She can be reached at (xxx)xxx-xxxx.

Musical Theatre in Action Planning Calendar

May 2018

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------------|--------------------|---------------------|------------|------------|------------|------------|
| | | 1 | 2 | 3 | 4 | 5 |
| | | Grant Completed | | | | |
| | | Informal Guest Talk | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | Calendar Approval | | | | | |
| | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| Mother's Day | Grant Proposal Due | | | | | Graduation |
| | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | | | | | |
| | | | | | | |
| 27 | 28 | 29 | 30 | 31 | | |
| | Memorial's Day | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| Musical Theatre in Action Planning Calendar | | | | | | |
|---|---------------------------|-----------------------|----------------------|-----|-----|-----|
| August 2018 | | | | | | |
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | 1 | 2 | 3 | 4 |
| | | | | | | |
| | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | Send Guest Contracts | | | | | |
| | & Paperwork | | | | | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | | | | | | |
| | | | | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | Confirm with Guest Artist | | | | | |
| | Confirm Class needs | | | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| Student Orientation | Opening Auditions | Register Students for | First Day of Classes | | | |
| Share calendars with | | masterclass | Auditions Show 1 | | | |
| students | | | | | | |
| | | | | | | |
| | | | | | | |

Musical Theatre in Action Planning Calendar

September 2018

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----------|----------------------|-----|-----|------------------------------------|-----|
| | | | | | | 1 |
| | | | | | | |
| | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | Labor Day | Schedule Piano Tuner | | | | |
| | | Marketing Request | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | | | | | |
| | | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| | | | | | Volunteer Sign up at Dept. Mtg. | |
| | | | | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | | | |
| | | | | | | |
| 30 | | | | | | |
| | | | | | | |
| | | | | | | |

Musical Theatre in Action Planning Calendar

October 2018

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---------------------------|----------------------------|----------------------|----------------------|----------------------|----------------------------|----------------------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | Confirm Inn accommodations | | | | | |
| 7 Welcome Bag shopping | 8 Columbus Day | 9 | 10 | 11 | 12 Welcome Bag Assembly | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 Family Weekend |
| Poster Distribution | Prepare hall | | Prepare Theatre | Piano tuner Appt. | Guest Artist arrival | 2pm Performance |
| | | | | | Rehearsal for Perf. | |
| 21 | 22 Document | 23 | 24 | 25 | 26 | 27 |
| | 5 -6:30 MT in Action | 5 -6:30 MT in Action | 5 -6:30 MT in Action | 5 -6:30 MT in Action | 5 -6:30 MT in Action | 11a-5pm MT in Action |
| | 7-9:50 Reh. | 7-9:50 Reh. | 7-9:50 Reh. | 7-9:50 Reh. | 7-9:50 Reh. | |
| 28 | 29 Document | 30 | 31 | | | |
| 11a-5pm MT in Action | 5 -6:30 MT in Action | 5 -6:30 MT in Action | 5 -6:30 MT in Action | | | |
| | 7-9:50 Reh. | 7-9:50 Reh. | 7-9:50 Reh. | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Musical Theatre in Action Planning Calendar

November 2018

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|------------------------|----------------------|-----|------------------------|----------------------|----------------------|-----------------------|
| | | | | 1 | 2 | 3 |
| | | | | | Prep House Staff | |
| | | | | 5 -6:30 MT in Action | 5 -6:30 MT in Action | 2pm Culmination |
| | | | | 7-9:50 Reh. | 7-9:50 Reh. | Strike following show |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Guest Artist Check Out | Send remaining | | Send Thank You's to | | Student Survey dist. | Analyze Student |
| /Departure | invoices for payment | | Guest Artists & Donors | | at dept. meeting | Feedback |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| Veterans Day | | | | | | FALL BREAK |
| | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | | | | Thanksgiving Day | | |
| | | | | | | |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

CLOSE OUT

EVALUATION CRITERIA:

Event evaluation will be based on the following criteria:

- Achievement of goals and objectives set forth at the beginning of the event
- Student Feedback survey results
- Outcome of final culmination program
- Personal observations based on student growth and learning objectives of the theatre faculty

EXIT CRITERIA

Project will be complete after:

- All deliverables have been delivered.
- All visiting artists have been paid.
- Student Evaluations have been collected and analyzed
- All outstanding invoices have been paid.
- Thank you notes have been sent to visiting artists and donors.
- Archival materials have been collected and added to website