

**Project Work Plan**

Date of Planning Session: September 16-17, CoSearch Weekend

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| **Project Name:** | **Magic Singing Harp Celebration of the Arts** | | |
| **Principal Investigator:** | Dr. Harpo(Music) | **Team Members:** | Dr. Dancita (Dance), Ms. Thespian (Theatre), Mr. Artisto (Art & Design), Ms. Mediana (Mass Comm) |
| **Estimated Project Start Date:** | January 1, 1274 | **Estimated Project End Date:** | December 31, 1274 |

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| **Before You Get Started: Important Questions to Answer** | |
| **1) What problem or opportunities are you trying to address**? | The magic singing harp has been retrieved from the giant and the giant is dead. There is an opportunity to celebrate the one year anniversary of the magic singing harp’s return. |
| **2) How will your project address this issue?** | We will gather the best of all of Far Far Away’s artists in a collaborative performance organized by Far Far Away University’s Music, Theatre & Dance, and Art & Design departments. |
| **3) Who is the target population**? | The community of Far Far Away. |
| **4) What potential impact can your project have (long and short term)?** | Short Term: the community will gather together to celebrate this momentous anniversary of the return of prosperity to the land. Long Term: this will become an annual collaborative effort and festival honoring Dr. Jackman’s momentous achievement retrieving the magic singing harp and killing the giant. |
| **5) How will you measure the project’s success?** | 1) Data collected: a) # of attendees at event; b) # of artists performing; c) surveys of community attendees incentivized with a gift card drawing. |
| **6) What makes this different/better/more innovative than previous research/creative efforts?** | Far-Far Away has never had a collaborative performance between music, theatre, dance, and art. This is the perfect opportunity to mark this momentous anniversary while highlighting local talent in an exciting annual event. |
| **7) Who do you need to work with to accomplish your goal? (team-members/partners/administrators/etc.)** | Dr. Dancita (Dance), Ms. Thespian (Theatre), Mr. Artisto (Art & Design), Ms. Mediana (Mass Comm), & Palace Event Coordinator. |

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| **Goal or Research Question 1:** | To create a collaborative performance celebrating the Magical Singing Harp’s return anniversary. | | | | |
| **Objective 1.1** | **Create annual artist selection process.** | | | | |
| **Key Action Step** | **Timeline (important dates or length of time to complete)** | **Required Resources (personnel, data, supplies, travel, etc.)** | **Milestones** | **Person(s) Responsible** | **Comments** |
| Publicize and invite submissions from artists. | January to April 15th | Salary for faculty, $ for ad space in local publications, print materials and flyers | 1)Ads published by three local towncryers, 2) invitations sent to local arts organizations, 3) invitations sent too other special contacts to distribute. | Team | All team will identify arts organizations in their field to invite. Dr. Harpo will write drafts of invitation wording, Ms. Mediana will buy the media spots, Mr. Artisto will provide graphic design for publications. |
| Collect, View/Read Submissions, and hold auditions. | April 15-June 14th | Salary for faculty, space for auditions | 1)auditions held for each field, 2)list of 10 artists per field sent to Dr. Harpo | Team | All team will schedule and hold auditions for their field and select up to 10 showcase artists. |
| Select and Notify Selected Artists | June 15th | Salary, carrier pigeons and scrolls. | 1) final list of selected artists posted in town hall. | Team | Dr. Harpo will review each list and work with the group to identify top performers to select. |
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| **Objective 1.2** | **Plan and rehearse performance.** | | | | |
| **Key Action Step** | **Timeline** | **Required Resources** | **Milestones** | **Person(s) Responsible** | **Comments** |
| Design individual showcase presentations. | June 16th-Aug 15th | Budget for each team member of 2 pieces of silver, design space, staff and volunteers | 1)final designs and scripts sent to Dr. Harpo for final review. | Dr. Dancita (Dance), Ms. Thespian (Theatre), Mr. Artisto (Art & Design) | Each work with artists in their fields to create individual exhibits and presentations. |
| Design collaborative finale. | June 16th-Aug 15th | Budget of 50 pieces of gold for set, costumes, artist stipends, etc., rehearsal space. | 1)script, music, and choreography written for collaborative finale. | Team, Dr. Jackman and the Magic Singing Harp | Work together to design a final presentation with the Magic Singing Harp and Dr. Jackman who retrieved her. |
| Rehearsals, dress rehearsals and art production. | Aug 16th-October 30th | Budget for each team member of 10 pieces of silver, rehearsal space | 1)pieces rehearsed or prepared and ready for performance/exhibit | Team, staff, volunteers. | Team will hold rehearsals in their fields. |
| Publicize and prepare event. | October 31st-Nov 14th | 20 pieces of silver budgeted for publicity | 1)final agenda of event prepared-all aspects ready for final event; 2) event published by all towncryers; 3)250 vellum flyers distributed by volunteers. | Ms. Mediana, towncryers, volunteers, Dr. Harpo, Mr. Artisto | Media Plan: Local towncryers, town hall notices, volunteers passing out vellum flyers, etc. Dr. Harpo will prepare the final agenda of event. Mr. Artisto will design the event programs. |
| Design and prepare attendee surveys | Nov 1-Nov 5 | 2 pieces of silver budgeted for surveys. 5 gold pieces budgeted as survey raffle incentive. | 1)surveys prepared; 2) raffle incentives procured and ready. | Dr. Harpo. Ms. Mediana | Survey will be administered at all event exits. |
| **Objective 1.3** | **Hold the event and collect participant feedback.** | | | | |
| **Key Action Step** | **Timeline** | **Required Resources** | **Milestones** | **Person(s) Responsible** | **Comments** |
| Each team member in charge of separate performances/exhibits. | Nov.15th | Stipends for artists, salary, | 1)each field of the arts is represented at the event | Team, volunteers, artists | NA |
| Final performance with Magic Harp. | Nov. 15th | Award for Dr. Jackman and singing harp budgeted at 50 pieces of gold. | 1)final performance completed; 2) Harp honored; 3) Dr. Jackman honored for his bravery. | Team, volunteers, artists, Dr. Jackman, the Harp | NA |
| Administer participant surveys. | Nov. 15th | raffle machine, surveys, volunteers | 1)survey completed by at least 10 attendees at each of the 5 major exits (50 total) | Ms. Mediana, volunteers | NA |
| Count all attending artists and participants. | Nov. 15th | Volunteers who can count at each entrance, scrolls and quills for writing. | 1)count of artists; 2) count of participants | Ms. Mediana, volunteers | NA |
| **Objective 1.4** | **Analyze and build on participant feedback.** | | | | |
| **Key Action Step** | **Timeline** | **Required Resources** | **Milestones** | **Person(s) Responsible** | **Comments** |
| Gather and analyze all surveys. | Nov. 16th | Completed surveys | 1)survey results compiled into one document. | Ms. Mediana, Dr. Harpo | NA |
| Hold artist and team meeting. | Nov. 20th | Survey results. Budget for celebration and final stipends for all artists. | 1)artists and team feel appreciated; 2)compilation of suggestions by artists and team to improve next year’s event | Team, artists | Meeting: celebrate success, discuss survey results, artists offer suggestions, team offers suggestions, and all will be compiled into a final report for the King. |
| **Objective 1.5** | **Compile and distribute final report.** | | | | |
| **Key Action Step** | **Timeline** | **Required Resources** | **Milestones** | **Person(s) Responsible** | **Comments** |
| Analyze all surveys and suggestions from audience, artists, and team and compile into final report. | Nov. 21-Dec. 21 | Completed surveys, final meeting suggestions. Budget of 2 pieces of silver for final report. | 1)final report created. | Dr. Harpo and team | Dr. Harpo prepares final report with edits from team. |
| Deliver final report to King. | Dec. 22 | Final report. | 1)King receives final report. | team | Dr. Harpo and team deliver the report. |
| Create budget and request funding for next year’s improved annual event. | Jan 15th | Scrolls and quills | 1)budget and funding proposal submitted to King | Team | Dr. Harpo will lead the writing of the proposal and team members will assist in developing ideas and editing. |