

# COMMITTEE PACING GUIDE & DEADLINES



Week	Lesson/Activity	Planning & Logistics	Finance	Graphic Design	Marketing	Public Relations	Crew & Cast	All Students
1	Project Management							√
1	Lesson 1: Goal Setting							√
2	Lesson 2: Target Market							√
2 - 4	Lesson 3: Planning							√
4 - 7	Intense Rehearsals						√	
5	Lesson 4: Budgeting*		√					
5	Lesson 5: Operations*	√						
5	Lesson 7: Selling*					√		
5	Lesson 8: Promotions*			√	√	√		
5 - 6	Lesson 6: Sponsorships*		√					
7	SHOOT DAY						√	
9	PREMIERE & Analysis							√

\*Lesson 4, 5, 6, 7 & 8 can be completed concurrently by different committees.

## Submission Deadlines

Information to be Submitted to Reach and Teach	Deadline	√
Committee Chairperson List	Week 1	
Information Inquiry #1	Week 1	
Four Chosen Segments	Week 2	
Head Screenwriter List	Week 2	
Script Outline – Draft 1	Week 3	
Cast List & Media Release Forms	3 Weeks Before SHOOT DAY	
Rough Rehearsal Recording	3 Weeks Before SHOOT DAY	
Crew List	2 Weeks Before SHOOT DAY	
Confirmed Shoot Day Schedule	2 Weeks Before SHOOT DAY	
Final Rehearsal Recording	1 Week Before SHOOT DAY	
All Footage in Required Format	2 Weeks Before PREMIERE	
Student & Faculty Survey	1 Week After PREMIERE	