

Timeline & Deadlines

| Week | Activity | Estimated Classroom Time | Required Submission to Reach and Teach | √ |
|------|--|--------------------------|---|---|
| 1 | Project Management Kick-Off | 3 Hours | | |
| 1 | Develop Student Committee List & Appoint Chairperson of Each Committee | 30 Minutes | | |
| 1 | Complete Lesson 1 – Goal Setting | 2 Hours | | |
| 2 | Display Project Goals in Classroom | 30 Minutes | | |
| 2 | Complete Lesson 2 – Target Market & Market Segmentation | 5 Hours | | |
| 3 | Complete Lesson 3 – Sponsorships | 3 Hours | Information Inquiry #1 https://forms.gle/sNgmji5VUP8Ya8669 | |
| 3 | Develop Sponsorship Proposals | 2.5 Hours | | |
| 3 | Solicit & Obtain Sponsorships | Ongoing | | |
| 4 | Begin Lesson 4 - Pricing | 3 Hours | | |
| 4 | Complete Lesson 4 – Pricing | 2.5 Hours | Student Performer https://forms.gle/gjaqAsLJsD9VuRbD8 | |

| Week | Activity | Estimated Classroom Time | Required Submission to Reach and Teach | √ |
|---------------------------------|--------------------------------|---------------------------|--|---|
| Timeline & Deadlines | | | | |
| 5 | Begin Lesson 5 - Budgeting | 3 Hours | | |
| 5 | Develop Event Budget | 30 minutes | | |
| 5 | Complete Lesson 5 - Budget | 2 Hours | | |
| 6 | Complete Lesson 6 - Promotion | 5.5 Hours | | |
| 6 | Maintain Social Media Presence | Ongoing | Social Media Page Links | |
| 7 | Complete Lesson 7 - Selling | 4 Hours | | |
| 7 | Selling Process Role Play | 1.5 Hours | | |
| 7 | Ticket Sales Begin | Outside of Classroom Time | | |
| 8 | Complete Lesson 8 - Operations | 2 Hours | | |
| 8 | Develop Production Schedule | 1.5 Hours | | |
| 8 | Appoint Crew Members | 30 Minutes | Podcast Outline https://forms.gle/jAcXkSLzxp6ozrd78 | |

| Week | Activity | Estimated Classroom Time | Required Submission to Reach and Teach | √ |
|---------------------------------|----------------------------------|--------------------------|--|---|
| Timeline & Deadlines | | | | |
| 8 | Final Preparations | As Needed | Information Inquiry #2 https://forms.gle/39brCKWEXSbDLfjE6 | |
| 9 | Equipment Load-In | 4 Hours | Final Ticket Sales Count | |
| 9 | Concert Day Preshow Preparations | 2.5 Hours | | |
| 9 | CONCERT | 1.5 Hours | | |
| 9 | Post Show Load-Out | 2 Hours | | |
| 9 | Post Show Clean-Up | As Needed | | |
| 9 | Complete Lesson 9 - Analysis | 3 Hours | Post Event Analysis | |
| 9 | Complete Feedback Surveys | 30 Minutes | Student Survey: https://forms.gle/5QcrLiyMJcMRkW436 Faculty Survey: https://forms.gle/SBsKr2yAtYuddUot5 | |

NOTES:

- Time management and preparation is key to program success.
- Before CONCERT DAY, crew students must be fully prepared and ready to work.
- Reach and Teach staff is considerate of circumstances that may arise and cause delays. In these situations, Reach and Teach will be as flexible as possible to ensure students are able to continue gaining real world experience and effective education.
- Please notify Reach and Teach staff as soon as potential problems arise.