

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	

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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	

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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/aEsvToc7kvcwpGNx5 Faculty Survey: https://forms.gle/Rwi2QXza29mPPLMX9	

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.