Before you begin working on your culmination project, you must turn in a complete and signed **Culmination Project Proposal**. Your proposal must contain the following sections:

1. Project description
2. Methods
3. Project Deliverables
4. Schedule or calendar
5. Required Resources
6. Budget
7. Proposed table of contents/Portfolio Outline
8. Culmination Project Agreement

This document will go into more detail about each section to help you prepare a successful proposal.

Project Description

Your project description should be just what it sounds like: a narrative description of your project. Explain what you would like to do, what you would like to learn, and why. Explain how your chosen project will help you meet your goals. Write this section so that any random person off the street could read it and understand what you are talking about. You should limit your description to one or two paragraphs. For example, the project description for a technical direction project might go something like this:

> *In my time at City Tech, I have learned about scenery drafting and construction, and worked on several set builds in Technical Production class. My goal when I graduate is to get a job as a technical director or assistant technical director, but I feel like I don't have enough practical experience yet. For my culmination project, I would like to put my skills to the test by acting as the technical director for the department's spring production of* Example Show: The Musical*.*
>
> *Being the technical director for a real production would let me practice my budgeting, drafting, and management skills, as well as give me real experience working with a director and a design team to solve production problems as the come up during rehearsal and performance.*

Methods

The methods section is a bit more technical than your project description. Here you should go into detail about what you will be doing for your project, with names of software and gear you will be using, and being much more specific about how you will use it. If you wrote "I will learn about 3d modeling by using CAD software to model common entertainment industry objects" in your description, then in your Methods section you need specify which CAD software you will be using, which objects you will be modeling, and how you will be learning the software in the first place (completing tutorials, using a book, watching youtube videos, etc.)

Project Deliverables

This section should be a list of things you will be producing by the end of the semester. ALL projects must include a poster and an OpenLab portfolio on their list of deliverables, but other items will vary from project to project. For example, the deliverables list for a technical direction project might look like this:

- Materials and Labor Estimate
- Complete set of construction and installation drawings (CAD and paper copies)
- Build Schedule
- Load-in Schedule
- Research notes, including samples, prototypes, and calculations
- Photo archive of set pieces during construction, load-in, tech, performance, and strike
- Poster
- OpenLab Portfolio

Schedule or Calendar

Your schedule or calendar should include all of the important milestones for your project. At a minimum, you should have a deadline for completion of every item in your deliverables list. A more complete schedule will also show intermediate deadlines (when you expect to have something halfway finished, or have a draft complete), and when you plan on working on the project. Be sure to look at your work schedule and your class syllabi while you make your schedule. If there is a week in April when you will be in tech for a show, working double shifts at your job, and have three tests in other classes, you're probably not going to have time to do a lot of work on your culmination project that week. Don't set yourself up for failure: look ahead and find time to work on your project.

Required Resources

This section should be a complete list of all the resources you need to complete your project. This is where you should detail what sort of access to department labs and equipment you expect to need, as well as what outside resources you need. Be very thorough in this section so we can help you identify when and where to find your resources. If you need access to a tool or piece of equipment or software that the department doesn't have, it's better to find out early than late.

Budget

This section should include a budget estimate for the funds that you will need to spend on your project. If you will be buying materials, equipment, or software, or if you will be renting studio space or if you need to rent a truck to move gear around, include it here. Don't forget to include costs for printing and copying. This section should ONLY include an estimate for actual money that you are ACTUALLY going to spend. This will help you decide if you can afford your project or if you need to make changes. Your project may require you to prepare other budgets (for example, you may be making a load-in labor budget estimate for a management project), but this section is only for your real-life expenses to complete the project.

Proposed Table of Contents/Portfolio Outline

This section is here to make you think ahead to your final report at the start of the project. List all the sections of your final report/OpenLab portfolio here, in the order you expect to present them. This will help you gather the necessary evidence and take the right notes while you are working on your project. Here is a TOC for that sample Technical Direction project :

- Introduction
- Methods
    - Weekly Shop Reports
- Project Budget – estimate vs. actual
- Project Calendar – estimate vs. actual
- Completed Paperwork
    - Materials and Labor Estimate
    - Complete set of construction and installation drawings (CAD and paper copies)
    - Build Schedule
    - Load-in Schedule
    - Research notes, including samples, prototypes, and calculations
    - Photo archive of set pieces during construction, load-in, tech, performance, and strike
- Conclusion
- Annotated Bibliography

Culmination Project Agreement

No project proposal is complete without a signed agreement. The signed agreement is a contract between you and your technical advisor that says the project you have proposed is appropriate. Any changes to the project (like adding, removing, or changing what appears on your list of deliverables), must be approved in writing by your technical advisor and your culmination professor.