

**BUF 4900 Internship Timesheet**

**Name: Lizeth Pilamunga**

**Supervisor: Mr. Wayne Shields**

**Title: Founder and Chief Production Marketing Consultant PLITZS Fashion Marketing**

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<u>Date</u>	<u>Time In</u>	<u>Time Out</u>	<u>Total Hours</u>	<u>Activities</u>
12/2/22	6:00 PM	11:00 PM	5	Work in the <b>Context Barter Exchange project targeting</b> Micro Influencers and Style Bloggers with less than 5K followers/Subscribers. I searched for some Influencers that are less than 5k.
12/3/22	12:00 PM	2:00 PM	2	Kids Audition. I help Mr. Shields to get information about the models.
12/3/22	3:30 PM	4:30PM	1:30	Adults Audition. I help Mr. Shields to get information about the adult models.
12/10/22	8:00 AM	3:00PM	7	Help video media production seniors to rotoscope some videos for models that we need for the virtual show.
12/10/22	3:00 PM	5:00PM	1:30	Adults Audition. I help Mr. Shield to get information about the adult models.
12/11/22	12:00PM	2:00PM	2	Help with count the results and show the winner ADULTS FIRST ROUND VIRTUAL SHOW.
12/11/22	3:30PM	4:30PM	1:30	Help with count the results and show the winner KIDS FIRST ROUND VIRTUAL SHOW.
12/14/22	8:00PM	11:00PM	3	STATE AND COUNTRY RESEARCH DATA FOR PNYCFW.
12/17/22	12:00PM	3:00PM	2	Adults Audition. I help Mr. Shield to get information about the adult models.
12/20/22	12:00PM	1:30PM	2	I do the model selection tracking form from audition casting calls.
12/21/22	1:00PM	3:00PM	2	I do some research about MAKEUP AND HAIR SCHOOLS - RESEARCH DATA.
12/21/22	8:00PM	11:00PM	3	I do some research in some Fashion Week shows and Fashion Designers, and contact some Fashion

				Designers by DM and email.
12/22/22	10:00 PM	1:00PM	3	I do some calls at some makeup schools and hair schools to offer the students an opportunity to participate in the show.
12/23/22	3:00 PM	7:00PM	4	I contact some Fashion Designers by DM and email.
12/24/22	12:00 PM	2:00 PM	2	Adults Audition. I help Mr. Shield to get information about the adult models.
12/24/22	3:00 PM	5:00PM	2	Kids Audition. I help Mr. Shields to get information about the model.
12/27/22	1:00PM	6:00PM	5	I contact and check if there is a response for some Fashion Designers by DM and email.
12/29/22	10:00A M	3:00PM	5	I do some research in some Fashion Week shows and Fashion Designers.
12/29//22	6:00PM	8:00PM	2	I send email, and text messages to the parent of each child for PRE-SHOW MEETINGS FOR UPCOMING NEW YORK FASHION WEEK KIDS FASHION DEMOCRACY SHOW.
12/30/22	2:00PM	4:00PM	2	I send email, and text messages to adult models for PRE-SHOW MEETINGS FOR UPCOMING NEW YORK FASHION WEEK KIDS FASHION DEMOCRACY SHOW.
12/31/22	12:00PM	2:00PM	2	Adults Audition. I help Mr. Shield to get information about the adult models.
12/31/22	3:30	4:30PM	2	Kids Audition. I help Mr. Shields to get information about the model.
1/4/23	12:00PM	4:00PM	4	Assign and explain the project STATE & COUNTRY - DESIGNER RESEARCH PROJECTS to a new member of Plitzs and work in some research for some Fashion Week shows and Fashion Designers.
1/5/23	4:00PM	7:00PM	3	I send email, and text messages to the parent of each child and adult model for PRE-SHOW MEETINGS FOR UPCOMING NEW YORK FASHION WEEK KIDS FASHION DEMOCRACY SHOW.
1/6/23	2:00PM	6:00PM	4	Research some Fashion schools to GATHERING SHOW DAY VOLUNTEERS FOR NEW YORK FASHION WEEK.

1/8/23	12:00PM	2:00PM	2	Assist Mr. Shield in the KIDS, PNYCFW VIRTUAL PRE-SHOW MODEL MEETING.
1/8/23	2:00 PM	4:00 PM	2	Assist Mr. Shield in the ADULTS , PNYCFW VIRTUAL PRE-SHOW MODEL MEETING.
1/9//23	10:00 AM	1:00 PM	3	Checking responses from designers who reply to my invitation message to the event. I contacted some of them and gave them more details about the event.
1/10/23	6:00PM	8:00 PM	2	I do some research for some Fashion Week shows and Fashion Designers.
1/11/23	4:00PM	6:00PM	2	Meeting for PRESS RELEASES AND ARTICLES FOR ALL CURRENT SHOW MODELS.
1/12/23	8:00AM	3:00PM	7	I do some research for some Fashion Week shows I make some calls and send emails to the makeup and hair schools.
1/13/23	3:00PM	6:00PM	3	I do some research for some Fashion Week shows and Fashion Designers.
1/14/23	12:00PM	2:00PM	2	Adults Audition. I help Mr. Shield to get information about the adult models.
1/15/23	3:00PM	5:00PM	2	I send MESSAGE TO PARENTS OF CHILD SHOW MODELS AND ADULT SHOW MODELS - FOR SCHEDULING A ZOOM INTERVIEW FOR FEATURED SHOW MODEL PROFILE ARTICLE WRITE UP TO BE PLACED ON REDDIT, AND DISCORD.
1/16/23	12:00PM	5:00	5	I send email, and text messages to be sent out to the parents of child models, and Adults show models to request for submission of the three-runway walk show look videos for the virtual show taking place in April of 2023. I had an interview with a model.
1/17/23	1:00	4:00PM	3	I do interviews for the press releases and articles of some models.
1/18/23	2:00PM	6:00PM	4	I do interviews for the press releases and articles of some models.

1/19/23	4:00PM	7:00PM	3	I do interviews for the press releases and articles of some models.
1/20/23	12:00PM	2:00PM	2	Meeting for schools and making final calls.
1/23/23	9:00AM	4:00PM	7	I made the articles for models to place in Reddit and Discord.
1/24/23	12:00PM	2:00PM	2	I send a text and email all the show volunteers - makeup and hair along with show day volunteers that we require a copy a photo ID (State ID or Driver's License) - have them email it with their resume.
1/25/23	12:00PM	3:00PM	3	I do some research for some Fashion Week shows and Fashion Designers.
1/27/23	12:00PM	2:00PM	2	I send text and emails for all the show volunteers - makeup and hair along with show day volunteers that we require to attend a zoom meeting for the pre-show meetings for upcoming new york fashion week (PNYCFW).
1/27/23	9:00AM	1:00PM	4	Do Press Releases for models to place in Reddit and Discord.
1/29/23	12:00PM	4:00PM	4	Assist Mr. Shield in the PNYCFW VIRTUAL PRE-SHOW MODEL MEETING.
1/30/23	10:00PM	5:00PM	7	Call some Fashion Schools to offer volunteers and send emails to them. Send emails to models for the three looks. Contact new models Do a press release and article for a model Check emails of makeup and hair volunteers that already send the information.
1/31/23	11:00AM	4:00PM	4	Work in some projects fix the information Add new people to the spreadsheet of volunteers Send text messages that they need to send the documents and send the zoom registration link for the upcoming meeting. I do 2 interviews.

2/2/23	10:00	7:00	9	I called the makeup and hair volunteers and sent the text to the registration. I do a interview I edit press releases and text some models that don't have the poster.
2/3/23	8:30	11:30	4	I do some articles and press releases for some models.
2/4/23	9:00 AM	1:00	4	Assist Mr. Shields in auditions with designers and models.
2/6/23	11:30	4:00	5	Send some messages for models.Add new information to spreadsheet for new models . Have and interview so an article and press releases
2/7/23	12:00	7:00	7	Send messages to the volunteers and models for the pre registration. I do some interviews for the articles.
2/8/23	10:00	2:00	4	Made some articles to upload in reddit and discord. Manage some information before the show.
2/9/23	11:00	12:00	2	Meeting about important things that we have to know about the event of photoshoot in Time Square and for the Fashion show on Saturday.
2/10/23	11:00AM	8:00 PM	9	Help with models in the photo shoot in Time Square, recording.
2/11/23	11:00AM	11:00 PM	12	Help in the fashion show, recording, take the votes, help with the registration, help backstage.
2/13/23	11:00AM	2:00 PM	3	See new models added in the spreadsheet and send messages about the zoom meeting for the press releases and articles.
2/14/23	11:00AM	2:00 PM	3	Send the articles to the models and make some changes that they want to add or delete in the articles or press releases.
2/15/23	11:00AM	5:00 PM	6	Create new articles and press releases for some models. Send messages to schedule new meetings for zoom interviews to new models.

2/17/23	4:00 PM	8:00 PM	4	Do interview with models and create a press releases
2/18/23	3:30	4:30	1	Help Mr. Shield with the kids Auditions. I collect the information of the parents and the kids and fill a form.
2/20/23	3:00 PM	5:00 PM	2	Interview with some winners of the February show
2/21/23	8:00 AM	1:00 PM	5	Interview with some winners of the February show and other new models
2/25/23	8:00 AM	2:00 PM	6	Get all the information for the interviews and the bio.
2/27/23	8:00 AM	2:00 PM	6	Create new articles for the winners of the show in February.
2/28/23	4:00 PM	6:00PM	2	Create articles for new models.
3/1/23	8:00 AM	1:00 AM	5	Create press releases for models and contact some designers on social media.
3/3/23	3:00 PM	7:00 PM	4	Search some designers in Arizona, Hawai, Stamford, Hartford, Phoenix, Tucson Scottsdale, Miami, San Diego, Honolulu .
3/4/23	3:30 PM	4:30 PM	1	Help Mr. Shield with the kids Auditions. I collect the information of the parents and the kids and fill a form.
3/5/23	3:00 PM	4:00 PM	1	Meeting with team member and manager to discuss a new program
3/6/23	3:00 PM	7:00 PM	4	Do research about some Modeling and Talent Agencies in the USA.
3/8/23	3:00 PM	7:00 PM	4	Do research about other fashion shows, check the styles of the designer and contact some of them.

3/10/23	3:00PM	7:00 PM	4	Do research at some schools and find swimwear designers.
3/11/23	12:00PM	2:00PM	2	Help Mr. Shield with the adult Auditions. I collect the information of the parents and the kids and fill a form.
3/13/23	8:00AM	12:00PM	4	I do some edits in articles and press releases, and send them to the models. Check some spreadsheets. Check some designers and their styles to see if they fit for the show.
3/15/23	8:00AM	12:00PM	4	I do some research about some model academies.
3/17/23	8:00AM	12:00PM	4	I contact some designers and check some of them and their styles to see if they fit for the show.
3/18/23	3:30AM	5:30PM	2	Help Mr. Shield with the adult Auditions. I collect the information of the parents and the kids and fill a form.
3/20/23	8:00AM	12:00PM	4	I had an interview with a model. I completed an article, and contacted some swimwear designers .
			TOTAL 282/Hrs	

 - March, 27, 2023  
 Signature/Date

<u>Date</u>	<u>Time In</u>	<u>Time Out</u>	<u>Total Hours</u>	<u>Activities</u>
3/22/23	8:00 AM	12:00PM	4	Do research about other fashion shows, check the styles of the designer and contact some of them.
3/24/23	8:00 AM	12:00PM	4	Do research about other fashion shows, check the styles of the designer and contact some of them.
3/25/23	3:30 PM	4:30 PM	1	Help Mr. Shield with the kids Auditions. I collect the information of the parents and the kids and fill a form.
4/3/23	8:00AM	12:00PM	4	Do research about other Fashion students, check the styles of the designer and contact some of them.
4/5/23	8:00AM	12:00PM	4	Do research about other fashion shows, check the styles of the designer and contact some of them.
4/7/23	8:00AM	12:00PM	4	Do research about other model and talent agencies. I do Rotoscoping of model videos.
4/8/23	12:00PM	2:00PM	2	Help Mr. Shield with the adult Auditions. I collect the information of the parents and the kids and fill a form.
4/10/23	8:00AM	12:00PM	4	Do research about other fashion shows, check the styles of the designer and contact some of them. I do Rotoscoping of model videos.
4/12/23	8:00AM	12:00PM	4	Do research about other model and talent agencies. I do Rotoscoping of model videos.
4/14/23	8:00AM	12:00PM	4	Do research about other Fashion students, check the styles of the designer and contact some of them.
4/15/23	3:30 PM	4:30 PM	1	Help Mr. Shield with the kids Auditions. I collect the information of the parents and the kids and fill a form.
4/17/23	8:00AM	12:00PM	4	I had an interview with a model. I completed an article, and contacted



				some swimwear designers .
4/19/23	8:00AM	12:00PM	4	I do some edits in articles and press releases, and send them to the models. Check some spreadsheets. Check some designers and their styles to see if they fit for the show.
4/21/23	8:00AM	12:00PM	4	Do research at some schools and find swimwear designers. I do Rotoscoping of model videos.
4/22/23	12:00PM	2:00PM	2	Help Mr. Shield with the adult Auditions. I collect the information and fill a form.
4/24/23	8:00AM	12:00PM	4	Do research about other fashion shows, check the styles of the designer and contact some of them. I do Rotoscoping of model videos.
4/26/23	8:00AM	12:00PM	4	Do research about other fashion shows, check the styles of the designer and contact some of them. I do Rotoscoping of model videos.
4/28/23	8:00AM	12:00PM	4	I had an interview with a model. I completed an article, and contacted some designers .
4/29/23	3:30PM	5:00PM	2	Help Mr. Shield with the kids Auditions. I collect the information of the parents and the kids and fill a form.
5/1/23	8:00PM	12:00PM	4	Do research about other fashion shows, check the styles of the designer and contact some of them. I do Rotoscoping of model videos.
5/5/23	6:00PM 8:00PM	7:00PM 9:00PM	2	Attend to KIDS pre-show meetings for the virtual show.
5/6/23	12:00PM	3:00PM	3	Help Mr. Shield with the adult Auditions. I collect the information and fill a form.
5/7/23	12:00PM 3:00PM	2:00PM 5:00PM	4	Attend to ADULTS pre-show meetings for the virtual show.
			359/ hrs	