Nesreen Hosameldin
Culmination Project Proposal

<u>Project Description</u>

The project I will be working on for my culmination project is called *CUNY Around the World.* This will be a multicultural showcase for CUNY students, put on by CUNY students. The purpose of this show is to create an outlet and set an example for more student-created shows to be put on in City Tech. Therefore, for my culmination project I will be the co-executive producer and stage manager for this show. As a producer, I will be in charge of finding a way to fund the project, budget and purchase supplies for the show. I will be filing the correct paperwork to have our show in the Voorhees Theatre. Additionally, I will be managing my team by creating agendas, deadlines and production meetings. Lastly, I will oversee the marketing for the show throughout City Tech and other CUNY campuses. As a stage manager however, I will audition performers for the show. Once performers are chosen, I will create production meetings and rehearsals with every performer with my entire team to figure out what they need for their performance to go smoothly. I will be working closely with my team to ensure that every department has what they need to ensure this project's success. Lastly, I will be calling sound, lighting, and video cues throughout the show.

I plan to work on this project with a team. There will be a total of 5 people for all 5 departments of a production. I will be the Stage Manager, and there will be a Sound Designer, Lighting Designer, and a Video Stream Director. I will be using google docs, and spreadsheets as well as Airtable for all the aspects of my responsibilities as a stage manager and producer. I will be learning how to budget correctly and purchase the supplies needed through the CUNY Buy system.

<u>Work Breakdown Structure</u>

1. Planning/Outline

    1.1. Gather culmination team/ Assign roles

    1.2. Create StageCraft Club

        1.2.1. Identify Club Officers and faculty advisor

        1.2.2. Recruit at least 15 members

        1.2.3. Create Club Constitution

        1.2.4. Complete the Sexual Harassment, Gender-Based Harassment and Sexual Violence Curriculum

        1.2.5. Get Certified!

2. Getting the show approved

    2.1. Create show estimated budget

        2.1.1. Meet with all Culmination team members

        2.1.2. Create a list of items needed

        2.1.3. Research prices

        2.1.4. Create an estimate budget

    2.2. Get approved for extra funding from SGA

        2.2.1. Write show proposal to SGA/SLD

        2.2.2. Create Presentation to explain why extra funding is needed

        2.2.3. Get approved for extra funding

    2.3. Reserve a date for the show

    2.4. Request theater for show

        2.4.1. File PN60 for Voorhees Theater for December 7th

    2.5. Get approved!

3. Purchasing

    3.1. Get quotes on items needed from certified vendors

    3.2. Create a final budget

    3.3. Create orders

    3.4. Send orders and quotes to SLD

    3.5. Receive orders when they arrive

4. Marketing
    4.1. Create show poster
    4.2. Create audition form & poster
    4.3. Ask SLD to send email blasts to students
    4.4. Reach out to cultural clubs around all CUNY campuses
    4.5. Create ticket reservation system for audience
    4.6. Print Posters and Flyers
    4.7. Post posters around City Tech and other CUNY campuses

5. Pre-Production
    5.1. Auditions
        5.1.1. In-person/Virtual Auditions
        5.1.2. Vote on final acts
        5.1.3. Acquire 8-12 acts and an MC
    5.2. Create Show Paperwork
        5.2.1. Contact Sheets (Crew's and Talent's)
        5.2.2. Production Calendar
        5.2.3. Production Meeting Notes
        5.2.4. Crew Call Sheets
        5.2.5. Rehearsal Schedule
        5.2.6. Set list
        5.2.7. Cue Notes
    5.3. Show Program
        5.3.1. Create show program
        5.3.2. Print show program
6. Production
    6.1. Production Meetings w/ Talents
    6.2. Rehearsal
        6.2.1. Tech cues per act
        6.2.2. Cue to Cue rehearsal

7. Day of Show
    7.1. Prep Theater
        7.1.1. Clear Dressing Rooms
        7.1.2. Clean Theater
    7.2. Tech Rehearsal
    7.3. Lunch Break
    7.4. Open House
    7.5. Show Time!
        7.5.1. Call all cues smoothly
8. Strike
    8.1. Strike Dressing Rooms
    8.2. Mop Stage
    8.3. Strike Lights
    8.4. Strike A/V

Deliverables

1. Show Poster
2. Audition Poster
3. Contact Sheets (Crew's and Talents')
4. Production Calendar
5. Production Meeting Notes
6. Crew Call Sheets
7. Rehearsal Schedule
8. Show Programs
9. Set List
10. Cue Notes

Show Budget

CUNY: Around the World Budget

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Quantity	Unit	Material	Unit Cost	Extended Cost	Vendor
		Lighting			
1	20 in x 24 in Sheet	Roscolux Gel R346	$10.00	$10.00	Production Advantage
1	20 in x 24 in Sheet	Roscolux Gel R366	$10.00	$10.00	Production Advantage
1	20 in x 24 in Sheet	Roscolux Gel R100	$10.00	$10.00	Production Advantage
1	20 in x 24 in Sheet	Roscolux Gel R80	$10.00	$10.00	Production Advantage
1	20 in x 24 in Sheet	Roscolux Gel R91	$10.00	$10.00	Production Advantage
1	20 in x 24 in Sheet	Roscolux Gel R106	$10.00	$10.00	Production Advantage
		Management			
1	ea	Voorhees Theater Security Fee	$500.00	$500.00	
3	24x36	Foam Posters	$25.00	$75.00	Walgreens/ Amazon
		Miscellaneous			
3	ea	black gaff tape (2 in x 55 yd)	$20.01	$60.03	Rosebrand
2	ea	White gaff tape (2 in x 55 yd)	$20.01	$40.02	Rosebrand
1	ea	Electric Blue Spike Tape	$8.10	$8.10	Rosebrand
1	ea	Red Spike Tape	$8.10	$8.10	Rosebrand
1	ea	Yellow Spike Tape	$8.10	$8.10	Rosebrand
			SubTotal:	$635.00	
			8.75% Estimated Tax	$55.56	
			Total	$690.56	

Resource List

Stage Manager Materials:
1. Laptop
2. SM Light Clip
3. Gaff Tape
4. Spike Tape
5. Software

Softwares:
1. Airtable
2. Canva
3. Excel or Google Sheets
4. Word or Google Docs
5. Google Drive