

Culmination Project Proposal

Project Description

Both within and outside of my academic field, I have found myself being the most fulfilled when managing an event. I have always taken interest in the management aspect of organizing the foundation of a production and making sure each component is well establish, creating a successful event. This great sense of fulfillment provides me with a great sense of stratification and for that reason I would love to incorporate that same sense of satisfaction within my culmination project.

Each year, the English Department organizes the Literary Arts Festival. This event highlights the work of students, staff, and faculty, as well as accomplished writers outside of the City Tech community. There is also a writing competition that awards prizes to students for their winning submissions in a variety of categories, as well as to faculty and staff in their own category. With my knowledge, skill and tremendous sense of organization I have the credentials required to manage and guide this festival towards the path of great success.

Literature is and art that has been admired throughout history. Phenomenal authors hold a secret position in playing an influential role within many lives whether it is through: Phycology, Science, Mathematics and many other life topics. Each year, the English Department organizes the Literary Arts Festival in order to provide that same form of inspiration amongst students. This event highlights the work of students, staff and faculty, as well as accomplished writers outside of the City Tech community. A writing competition is also held where prizes are awarded to students for their winning category. This very eventful Festival is held within the Voorhees building and will provide The City Tech community the chance as at a very inspirational and creative afternoon.

The type of Culmination project in which I am proposing is that of managing the Literary Art Festival. This is a realized event that takes place within the Voorhees building of The New York College of Technology.

Methods

Stage managers typically provide practical and organizational support to the director, actors, designers, stage crew and technicians throughout the production process. They also are the director's representatives during performances, making sure that the production runs smoothly. The role of the stage manager is especially important to the director in rehearsals. When it comes down to the foundation of a production, the director and the stage manager work side by side, with the stage manager documenting the director's decisions, keeping track of logistical and scheduling details and communicating what goes on in rehearsals to the rest of the team. This enables the director to concentrate his or her full attention on directing the production.

Project Deliverables

- Production Book
- 1) Materials and Labor Estimate
 - 2) Rehearsal Schedule
 - 3) Load-in Schedule
 - 4) Research Notes
 - 5) Photo archive of set pieces during load-in, tech, performance and strike
 - 6) Poster
 - 7) OpenLab Portfolio

Calendar

February 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	Meet with Professor Robert Ostrom to get an understanding of tasks 5	6
7	8	9	10	11	Gather talents participating in Show 12	13
14	15	16	17	18	Gather an understanding of shows technical needs 19	20
21	22	23	24	25	Contact talents with updates on what is needed for the show 26	27

28	29					

March 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	Make sure venue and spatial organization of production is secure 4	5
6	7	8	9	10	Make sure all technical needs are updated 11	12
13	14	15	16	17	Last minute talent updates 18	19
20	21	22	LAF Rehearsal!! 23	THE LAF IS HERE!!!! 24	25	26

27	28	29	30	31		

Required Resources

The type of resources I will need for this project will require time to sit down with facility advisors and consultants in order to provide all the needs that are required throughout the show.

- Time with Professor Robert Ostrom and Jennifer Sears: 2hr/week
- Time with Sue: 2hr/week

Budget

Being that I am stage-managing the Literary Arts Festival and all the needed equipment is being supplied by The New York City College of Technology and budget wouldn't be required for my project.

Proposed Table of Contents/Portfolio Outline

- Introduction
- Methods
 - ◆ Weekly Meeting Reports
- Project Calendar – estimate vs. actual
- Production Book – Deliverables
 - ◆ Materials and Labor Estimate
 - ◆ Rehearsal Schedule
 - ◆ Load-In Schedule
 - ◆ Research notes
 - ◆ Photo archive of set pieces during load-in, tech, performance and strike
- Conclusion
- Annotated Bibliography