

Fall semester: Mon Aug 23 - Fri Dec 10 (Term 1: Aug 23- Oct 15, Term 2: Oct 18 – Dec 10)

Stage 1: Interviews (Aug-Sep)

Stage 2: Artwork (Oct)

Stage 3: Reflection (Nov)

Stage 4: Exhibition (Dec)

August

- Finalize questions set – by Aug 27
- Start looking for potential places for exhibition – by Aug 27
- Prepare consent forms for interviewees – by Aug 27
- **Meet with Capstone committee for first time – Aug 25**
- Purchase anything I'll need for interviews – by Aug 31
 - Tripod
 - Backdrop
 - Light
- Get feedback on question set and consent form, and adjust – by Aug 31
- Reach out Interviewees and schedule interviews for Sep – by Aug 31
- Write reflection for the week – Aug 31

September

- Start doing interviews – Sep 1
- Analyze interviews that have been completed so far – by Sep 17
- Make final choice on exhibition space – by Sep 17
- Start designing digital and physical marketing collateral for exhibition – Sep 17
 - 1080x1080 dpi IG post
 - 1080x1920 dpi IG story graphic
 - 1200x675 dpi Twitter graphic
 - 820x312 dpi Facebook Header
 - 1200x630 dpi Facebook Image

- 8.5x11" Flyer
- 11x17" Poster
- 6x4" Postcard
- Check in with Capstone Committee by email – by Sep 12
- Check in with Capstone Committee by email – by Sep 26
- Finish design – by Sep 30
- Finish all interviews – by Sep 30
- Evaluate Interviews to see what responses will make the cut – by Sep 30
- Finish transcribing interviews – by Sep 30
- Organize all documentation – by Sep 30

October

- Cut and organize clips for each question – by Oct 8
- Start editing files through Processing – by Oct 8
- Check in with Capstone Committee by email – by Oct 10
- Finish editing files through Processing – by Oct 17
- Invite Damian to portfolio – Oct 20
- Order Posters, flyers, and postcards – Oct 22
- Edit clips back together in Adobe Premiere with CC and Q – by Oct 24
- Start mixing conceptual sound piece – by Oct 24
- Finish conceptual sound piece – by Oct 31
- Upload and send out interview documentation – by Oct 31
- **Meet with Capstone Committee – by Oct 19**
- Update Marketing plan with physical places – Oct 31

November

- Start marketing Exhibition on Social – Nov 1
- Start physically marketing exhibition with posters/flyers/postcards – Nov
- Start Reflection paper – Nov 1
- Start Gallery guide – Nov 1
- Start purchasing/building anything I'll need for exhibition – Nov 1

- Extra Projectors
- Extension cords (if they aren't provided by space)
- Stands (if they aren't provided by space)
- Chairs (if they aren't provided by space)
- Bluetooth Speaker
- Test projection mapping at home – Nov 1
- Check in with Capstone Committee by email – Nov 7
- Organize interactive elements – Oct 14
- Start preparing exhibition space – by Nov
- Finish Reflection paper and gallery guide – Nov 16
- Document Exhibition space – Nov
- Meet with Capstone committee before exhibition – Nov 16
- Capstone Defense – Week of Nov 30

December

- Start revisions to defense/Reflection if needed – Dec 10
- Exhibition opening – by Dec 10