

Developing a Collaborative Project Checklist

☐ Your Project title: _____

Describe your project, including your desired outcome.

☐ List collaborator(s) name, title, and contact info

Last name	First name	Title	Company	Phone	Email	website

☐ Set up initial meeting to go over specific details of collaborative project

Date: _____

Time: _____

- ☐ Send confirmation email and link to Zoom or other online tool if meeting virtually, or location if meeting in person

Link or Location: _____

- ☐ Create list of project details to discuss and agree upon (but not limited to)
- Ensemble name and specific instrumentation for collaboration
 - Length of work to be composed or
 - Rehearsal and performance dates and locations
 - Poetry, art, created by deadlines
 - Fee (deposit, rental, commission) and when payment can be expected
 - Delivery of score/parts

- ☐ Create Written Contract with specific details

☐ Sent initial Contract on: _____

☐ Received and signed contract on: _____

- ☐ Create list of all deadlines and put all dates on Project Calendar- due dates, grant deadlines, check-ins with collaborators, venue rental, hire musicians, etc. Don't forget to schedule time to be creative and for health and wellness time!) (sample below)

Due Date	Item	Responsible party	Notes
6/2/2023	Scores to performers	Me	Send via email to oboist

- ☐ Funding: Identify sources and deadlines. Use the following chart as a guideline to create your own spreadsheet for each of the categories. Add these dates to project calendar. (see next page)

Duet Date	Organization name	Contact person	Website	Grant Workshop
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1. Local Sources such as grants and awards (city, county, state)
2. National/International Grants/Award
3. Local businesses or patrons who might donate money or goods toward project

☐ Get Creative: List some sources of inspiration for your collaborative project (books, music, poetry, art, exercise, yoga, etc.) and then schedule time to enjoy these.

☐ Keep a journal of the progress of your collaborative project: vlog, blog, photos, interviews, to record the process and to learn from it. Add regularly scheduled social media posts of these to your project calendar if promotion is part of your collaborative project.

Project Post-Mortem or Lessons Learned

☐ Write down all of the things in your project that worked and could be improved for your next project.