

# KidStuf Multisite Creative Meeting Plan

KidStuf Date: \_\_\_\_\_ Campus: \_\_\_\_\_

## Before Creative Meeting

- Family Production curriculum is downloaded
- Script(s) chosen before Creative Meeting and prepared for attendees
- Confirm actor availability for that month regardless of script
- Send KidStuf evaluation survey (from Survey Monkey or Zoomerang)
- Send Rapid Responses along with chosen script to Jennifer for choosing
- Confirm additional actors needed for script

## During Creative Meeting

- Hand out survey results from previous KidStuf
- Evaluate previous KidStuf (what was good, what should we think about changing/improving?)
- Go over script together
  - Make a decision about Application Tool
  - Ensure bottom line is clear throughout
  - Make edits on script when needed
  - Assign further editing responsibilities if needed
  - Add tech needs to Tech Requirement Sheet
  - Add prop/costume needs to KidStuf Preparation Sheet
- Identify WOW factor: \_\_\_\_\_
- Provide KidStuf Singers Director with song options

## After Creative Meeting

- Get Rapid Response plan from Jennifer
- Get song selections from KidStuf Singers Director
- Get final segment edits if needed
- Communicate next meeting date