

*The Creative Arts Team Exists to Craft Content and Experiences*  
that lead people to become fully engaged followers of Jesus!

*Timeline	Creative Process	Point Person
<b>Assessment</b>		
Within 24 hours of request	1. Creative Request <ul style="list-style-type: none"> <li>a. Determine Project/Event Level</li> <li>b. Determine elements needed</li> <li>c. Schedule Discovery Meeting if necessary</li> </ul>	Project Manager
Within 2 weeks of request	2. Discovery Meeting <ul style="list-style-type: none"> <li>a. Level 1: Luis, Dan, &amp; Steph</li> <li>b. Level 2-4: Steph (Dan/Luis per discretion)</li> </ul>	Level 1: Supervisor, Director & Project Manager  Level 2-4: Project Manager (Supervisor and Director per discretion)
<b>Diagnosis/Outcome Identification</b>		
Within 1 week	3. *Cast vision to directors <ul style="list-style-type: none"> <li>a. Place content in Asana</li> <li>b. Present approved work to vision holder</li> </ul>	Project Manager

<b>Planning</b>		
	4. Creative Brainstorm Meeting <ul style="list-style-type: none"> <li>a. Team brings ideas they have already worked on through brainstorming</li> <li>b. Team collaborates on ideas to further the vision of the requestor</li> </ul>	CA Team
	5. Collaborate and flesh out content from brainstorming meeting <ul style="list-style-type: none"> <li>a. Finalize ideas, present to Director/Supervisor</li> <li>b. Directors present details to Project Manager</li> </ul>	CA Team OR Directors AND Individual
	6. Present fleshed out ideas to vision holder <ul style="list-style-type: none"> <li>a. Present feedback to directors</li> <li>b. Assure timelines are in place</li> </ul>	Project Manager *Art Pieces- art director or supervisor
	7. Present edits/vision holder thoughts to CA Team	Supervisor/Director
<b>Implementation</b>		
	8. Execution of content with vision/insight provided	CA Team
<b>Evaluation</b>		
	9. Edits and approval	Directors, then Vision Holder
	10. Complete project/event	Project Manager, CA Team

\*Timeline will vary by Project/Event Level