



## Creative Arts Team

### Projects Check In System

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

#### **Level 1 Project Steps- 16 Weeks From Post Discovery Meeting**

1. Creative Request
2. Discovery Meeting
3. Place Content in Asana
  - a. Approve Scope of Work with Luis
  - b. Present Scope of Work with Vision Holder → Scheduled Meeting
4. Logistics Check Ins
  - a. Check in meeting 12 weeks out
  - b. Check in meeting 8 weeks out
  - c. Check in meeting 6 weeks out
  - d. Check in meeting 4 weeks out
  - e. Check in meeting 3 weeks out
  - f. Check in meeting 2 weeks out
  - g. Check in meeting 1 week out
5. Finalized Execution

#### **Level 2 Project Logistics- 12 Weeks from Post Discovery Meeting**

1. Creative Request
2. Discovery Meeting
3. Place content in Asana
  - a. Approve Scope of Work with Luis
  - b. Present Scope of Work with Vision Holder → Scheduled meeting
4. Logistics Check Ins
  - a. Check in meeting 8 weeks out
  - b. Check in meeting 4 weeks out
  - c. Check in meeting 2 weeks out
  - d. Check in meeting 1 week out
5. Finalized Execution

**Level 3 Project Logistics- 6 Weeks post Discovery Meeting**

1. Creative Request
2. Depending on request, Discovery Meeting
3. Place content in Asana
  - a. Approve Scope of Work with Luis
  - b. Present Scope of Work with Vision Holder → scheduled meeting
4. Project Logistics Check Ins
  - a. Check in meeting 4 weeks out
  - b. Check in meeting 2 weeks out
  - c. Check in meeting 1 week out
5. Finalized Execution

**Level 4 Project Logistics- 4 Weeks Post request, given all content is received at time of request**

1. Creative Request
2. Depending on type of request, Discovery Meeting
3. Place content in Asana
  - a. Approve Scope of Work with Director
  - b. Present scope of work with Vision Holder → scheduled meeting
4. Project Logistics Check Ins
  - a. Check in meeting 3 weeks out
  - b. Check in meeting 1 week out
5. Finalized Execution