

HALF THE SKY: INTERSECTIONS IN SOCIAL PRACTICE ART

Project Plan/Overview

Presented by Priscilla Otani

AGREEMENTS BETWEEN WCA & LUXUN

TASK	OWNER	MILESTONE
Present proposal to WCA board & get approval	Cornett	Completed 04.01.13
WCA letter of understanding to Luxun	Cornett, Deng	Completed 04.16.13
Luxun letter of understanding to WCA	Deng, Wei Er Shen	Completed 06.05.13
Liability release contract with Luxun	Cornett, Deng	Completed 12.27.13
Exhibition Agreement	Deng	Completed 12.30.13
Promissory Note	Otani	Completed 04.04.14

BUDGET

TASK	OWNER	MILESTONE
Develop original budget	Cornett	Completed 03.16.14
Adjust for funds raised	Cornett	Completed 06.26.13
Adjust for travel stipend	Cornett	Completed
Adjust for catalogs	Cornett	Completed
Adjust for cafeteria, invoices to artists, payments to Luxun	Cornett	Completed May 2, 2014

CALL FOR ART & ESSAYS

TASK	OWNER	MILESTONE	COMMENTS
Write prospectus & populate entrythingy	Cornett	Completed	
Post calls for submission	Cornett	Completed	
Select jurors for art	Cornett	Completed 06.19.13	Alma Ruiz
Select juror for essay	Cornett	Completed	Terri Weissman
Open jury portal for jurors	Cornett	Completed	
Write results emails artists	Cornett	Completed	
Write results emails essayists	Cornett	Completed	
Collect Ruiz essay	Cornett	Completed	
Collect Weissman essay	Cornett	Completed	
Honorarium to essay juror Weissman	Cornett	Completed 01.06.14	Honorarium to essay juror Weissman
Honorarium to art juror Ruiz	Cornett	Completed 03.12.14	Honorarium to art juror Ruiz
Get commitments for artists to send work	Cornett	Completed	
Get images and data for delegate wall artwork	Cornett	Completed 01.15.14	
Get images, artists' names and data from Chinese artists	Cornett	Completed	

CATALOG

TASK	OWNER	MILESTONE	COMMENTS
Manage essay & art jurors, get essays written	Cornett	Completed	
Gather Chinese artists' works	Cornett, Deng	Completed	
Gather info & artwork for delegate wall	Cornett	Completed	
Bilingual translation & proofing	Lee, Deng, Cornett	Completed 01.29.14	
Layout catalog	Cornett, Berman	Completed 03.05.14	
Proofread catalog	Cornett, Mueller, Lee, Deng, Otani, Maksymowicz, Waterhouse	Completed 03.05.14	
Design cover	Otani	Completed 03.06.14	PDF to PrintPapa
Catalog pre-sales	Gutfreund	Completed 03.03.14	53 orders + 35 gift copies. Sale @ \$35
Set up payment to PrintPapa	Karin Luner	Completed Need invoice copy	For 180 copies @ \$2,395
Send catalog artwork to PrintPapa	Cornett	Completed	
Proof catalog at PrintPapa	Gutfreund	Completed	
Pick up catalogs	Cornett, Otani	03.24 or 03.25	
Send catalogs to artists	Cornett, Otani	03.24 or 03.25	
Bring catalogs to China	Mueller, Deng, Otani, Cornett	Allocated to named individuals	
Give catalogs as gifts at Luxun	Cornett, Deng	Consolidate catalogs in Shenyang and distribute	

CONTRACTS

TASK	OWNER	MILESTONE
Create delegate contracts with proper legal verbiage	Cornett, Gutfreund	Completed
Determine State location of law	Cornett, Otani	Completed
Send delegate contracts	Maksymowicz	Completed
Collect delegate contracts	Maksymowicz	Completed

DE-INSTALLATION

TASK	OWNER	MILESTONE
Identify works to be returned	Otani	Completed
Make sure works to be destroyed are	Morton, Kang	Completed
Leave instructions on works to be gifted	Morton, Kang	Completed
Help take down work	Morton, Kang	Completed
Works are packed up for return	Morton, Kang	Completed
Bring return works to Fed Ex etc	Ke	Complications, resolved individually by artists

COMMUNICATIONS

TASK	OWNER	MILESTONE
Create website	Cornett	Completed
Create discussion forum	Cornett	Completed
Create Google docs	Cornett	Completed
Set up dropbox	Cornett	Completed
Create FB page	Mueller	Completed
Set up WeChat	Cornett	Completed
Assist with Email Communications	Maksymowicz	Completed

DELEGATE RESPONSIBILITIES

TASK	OWNER	MILESTONE
Identify roles & responsibilities	Cornett	Completed
Check-in with key players before Shenyang	Cornett with Deng, Lee, Mueller, Giancola,, Meza-DesPlas, Otani	Scheduled for 03.31.14
Check-in with key players at Shenyang	Cornett with Deng, Berman, Lee, Mueller, Giancola, Morton, Meza-DesPlas, Otani	Week of Mar 30, 2014

DELEGATE SELECTION

TASK	OWNER	MILESTONE	COMMENTS
Collect applications	Cornett	Completed	
Interview applicants	Cornett, Mueller, Otani	Completed	
Discuss applicants	Cornett, Mueller, Otani	Completed	
Select applicants	Cornett, Mueller, Otani	Completed	Diversity of age, occupation, art practice, geography
Notify applicants	Maksymowicz	Completed	
Get applicant contracts signed & returned	Maksymowicz	Completed	

DOCUMENTATION

TASK	OWNER	MILESTONE
Create Documentation plan/Identify who is documenting events at Luxun	Giancola	Completed
Collect all digital & photo content and put in Dropbox	Otani	Completed
Send 2 Passport external hard drives to Lee & Giancola	Gutfreund	Completed
Load digital & photo content on both	Lee	Completed
Bring Passports drives to China	Lee, Otani	In progress
Bring 2 backup Passports drives to China with digital & photo content	Giancola	In progress
Erase digital/photo content from 3 Passports	Lee	At Luxun
Load documentation of event on one or more Passport	Lee	At Luxun
Collect all video, photo documentation	Lee	After return
Edit video	Lee	After return
Edit/Format photographs	Giancola	After return

DORMITORIES/CAFETERIA

TASK	OWNER	MILESTONE	COMMENTS
Determine cost of room	Deng	Completed	Free
Determine roommates	Cornett	Completed 032414	
Determine meal policy	Cornett	Completed	
Determination of cafeteria food costs	Deng	Completed	
Payment of cafeteria food costs	Otani	Completed	

EVENTS

TASK	OWNER	MILESTONE
Pull together delegates leading events	Mueller	Get update
Coordinate those that offered to help with events	Mueller, Cornett	Get update
Figure out how events will work together	Mueller, Cornett	Get update
Coordinate events on the ground	Mueller	At Luxun
Determine schedule of events	Mueller, Cornett, Deng	Completed

FINANCIAL TRANSACTIONS

TASK	OWNER	MILESTONE
Determine level of subsidy to delegates	Cornett	Completed
Determine method of payment of travel subsidy	Cornett	Completed
Determine method of payment for food subsidies for delegates	Otani	Completed 03.16.14
Determine method of payment to Luxun for photo printing, rental of video equipment, etc	Otani	Completed 03.16.14
Determine method of purchasing tech equipment	Otani	Completed 03.16.14
Determine amounts to invoice artists	Otani	Completed 03.26.14
Paypal invoice artists	Luner	Completed
Determine method of reimbursement to delegates paying on behalf of WCA	Otani	Completed 03.16.14
Pool ATM payments	Otani, Mueller, Oelbaum	Not needed
Collect receipts from Luxun and from delegates	Otani	Completed
Identify potential duty exposure on shipped work	Deng	Completed

FUNDRAISING

TASK	OWNER	MILESTONE
Identify fundraising goals	Cornett	Completed
Create/Establish Indiegogo Campaign	Cornett, Berman	Completed
Promote campaign	Cornett	Completed
Determine donors & funds raised	Cornett	Completed
Fulfillment of Indiegogo promise	Cornett	Completed

Creation of artwork for donors	Berman	Not completed
Creation of postcards for donors	Otani	Completed
Mail postcards to donors	Cornett/Otani	Completed
Creation of caps for donors	Cornett	Cost prohibitive, replaced with local gifts
Purchase of small gifts in China	Cornett	Completed

GIFTS

TASK	OWNER	MILESTONE	COMMENTS
Bring catalogs for artists & officials	Mueller, Deng, Otani, Cornett	Allocated	
Provide delegates protocol info for small gifts	Cornett	Completed	
Compile list of officials and artists	Deng	Not shared	
Determine how gifts will be exchanged	Deng	Completed	

HTS PROPOSAL

TASK	OWNER	MILESTONE
Present project proposal to board & get approval	Cornett	Completed 04.1.13
Send proposal to Luxun Academy and get approval	Cornett	Completed 04.16.13

INSTALLATION

TASK	OWNER	MILESTONE
Identify installation needs of each artist	Meza DesPlas	Completed
Wall labels and statements	Cornett	Completed in China
Determine what tools and display items are available at Luxun	Meza DesPlas	Completed
Supervise installation onsite	Meza DesPlas	Completed

LANGUAGE

TASK	OWNER	MILESTONE	COMMENTS
Determine who speaks Mandarin among delegation	Cornett	Completed	Lee, Morton, Deng, Chan
Determine instances where translation may be needed	Cornett, Otani	Completed	
Prepare delegation for non-verbal communications	Otani	Completed	
Assist with Translation/Interpretation while in China	Deng, Lee, Morton, Kang		

PHOTOGRAPHY

TASK	OWNER	MILESTONE	COMMENTS
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Identify artists who want photos printed in China, whether or not they are delegates, and the dimensions of each print	Cornett, Otani	Completed 03.26.14	
Make photo formats consistent for all photos to be printed in China	Otani	Completed	
Identify the cost of printing each photo	Cornett, Deng, Lee	Completed	\$35 up to 40x40 hi qual paper \$25 for small prints hi qual paper \$15 for regular printing
Communicate with Xiao Ke re photo requirements and confirm pricing & timing of printing	Lee	Completed 03.25.14	
Send paypal invoice to each artist	Luner	Completed	
Identify student printer at Luxun	Ke	Completed	
Help with any technical troubleshoot on photo prints	Lee	Completed	

POST-EVENT DOCUMENTATION

Task	Owner	Milestone
Update website with info about exchange - blog	Cornett, Otani	Completed May 2014
Complete video of event	Lee	Deadline Fall, 2014
Collect journal, photo, essay documentation from delegates	Cornett	
Research conferences and panels to present work completed	Cornett, Otani	
Apply to panels	Cornett, Otani, Meza des Plats, Giancola, Lee	
Compile second catalog	No owner	
Write papers regarding experience	All delegates	

PUBLICITY

Task	Owner	Milestone	Comments
Collect press info from artists/Create medial list	Berman, Jiannacopoulos	Done	
US Senator Tester letter	Cornett	Completed	Sent to Luxun
Write press release	Cornett, Mueller,	Completed	

Waterman

SHIPPING ARTWORK

TASK	OWNER	MILESTONE
Collect info on each work to be shipped, method of shipment, date shipped, paperwork used for return of work	Meza DesPlas, Otani	Completed
Identify each work to be hand-carried and how work will be returned	Cornett, Otani	Completed
Send cultural bureau letter to artists	Cornett	Completed
Obtain shipper and tracking numbers from each artist	Otani	Completed
Track pick up of work in Shenyang	Deng, Otani	In progress
Determine any duties imposed and the amount	Deng, Ke	Completed
Paypal invoice artists on additional duties	Luner	Not needed
Prepare duty invoices to artists	Otani	Not needed
Pay LuXun for duties	Otani, Mueller or Oelbaum	Not needed
Ensure WCA reimburses for payment of duties	Otani	Not needed

TECH

TASK	OWNER	MILESTONE	COMMENTS
Document each artist's tech needs	Lee	Completed	
Determine which works can be put on ceiling-mounted projector (rented at \$17/day)	Lee	Completed	
Determine what equipment must be brought by delegates	Lee/Cornett	Completed	Discussed among Lee, Cornet, Ke
Determine what equipment may be bought in Luxun	Lee/Cornett	Completed	8 10" tablets @ \$90 or artists pay \$150 ea for rental of projector
Delegate sign off on tech equipment provided & not provided	Delegates	Completed	
Troubleshoot tech issues at Luxun	Lee	Completed	
Determine how delegate-owned tech equipment will be returned	Lee/Cornett	Not needed	

TRAVEL - DELEGATES

TASK	OWNER	MILESTONE
Get invitation letter info to Luxun	Cornett, Lee, Deng	Completed
Send invitation letter info	Cornett, Deng	Completed
Translate invitation letter	Lee	Completed 12.02.14
Forward invitation letter to delegates	Cornett	Completed
Track itineraries	Cornett	Ongoing
Instructions on how to arrive on campus and settle in dorms	Deng/ Ke	Completed
Check-in at LuXun	Cornett/Otani	Completed
Emergency plan	Otani	Completed
Check-out at LuXun	Cornett/Otani	Completed
Check-in with de-installers	Cornett	Completed

TRAVEL- NONDELEGATES

TASK	OWNER	MILESTONE	COMMENTS
Communicate what they can and cannot participate in	Cornett	Completed	Can attend events, but not stay in dorms, eat in cafeteria, get letter of invitation, no translator
Track itineraries	Mueller	Completed	
Emergency plan	Otani	Completed	