



# MASTER SCHEDULE

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Moving forward, this document will serve as our foundation. It's a solution to **forming structure** and taking **ACTIONS** in order for us to have **consistent growth**. Things will come up unexpectedly, and we will adapt as need be. However, we are to **ALWAYS** refer back to this document, even after those adjustments have passed.

*\*Refer to **ALL** of the statements below:*

## ::WEEKLY GOALS::

### - SUNDAYS

#### ~ Exec. Team

- Progress Report | **12PM - Until**
  - **ACTIONS:** (Check status of goals. Make adjustments and / or implement new courses of action with deadlines and delegate to members of Exec. Team. **Email new song material(s)** to Artists with instructions **by 5PM**)

#### ~ Vid. Pro. Team

- Work on Content in Studio | **3PM - Until**
  - **ACTIONS:** (Work on editing footage and keeping deadlines. Give verbal + group text status report before leaving for the day)

#### ~ Artists

- New songs are to be downloaded to learn.  
Song will be emailed before **5PM every Sunday**.
  - **ACTIONS:** (Artists are to distribute parts of songs amongst themselves if parts are not already established. Artists are to learn all lyrical content in total. Artists are to review performance material on their own as well)

## - TUESDAYS

### ~ Exec. Team

- Creative Director
  - **ACTIONS:** (Prepare topic of discussion for Artists. Wait for Artist to start their agreed zoom / FaceTime appointment)

### ~ Vid. Pro. Team

- Work on Content in Studio | **3PM - Until**
  - **ACTIONS:** (Work on editing footage and keeping deadlines. Reach out to EXEC. Team for support if needed. Give verbal status report before leaving for the day)

## - THURSDAYS

### ~ Vid. Pro. Team

- Work on Content in Studio | **3PM - Until**
  - **ACTIONS:** (Work on editing footage and keeping deadlines. Reach out to EXEC. Team for support if needed. Give verbal status report before leaving for the day)

## - FRIDAYS

### ~ Exec. Team

- Creative Director / Performance Coach
  - **ACTIONS:** (Prepare course of Action and exchange other info as needed)

### ~ Artists

- Collective Zoom Meeting w/ Performance Coach | **6:30PM (30 mins to 1 hour)**
  - **ACTIONS:** (Discussion of skills and tools to use and build on - Focus will be for the growth of the collective as a whole - always stay a student)
- Recording Session | **7pm - Until**

- **ACTIONS:** (Work on finishing recording a song you last left off on before moving on - unless a special circumstance comes up, before starting something new)

## - SATURDAYS

### ~ Exec. Team

- Executive Producer / Creative Director
  - **ACTIONS:** (Make sure we are on the same page about what to rehearse before rehearsal begins)

### ~ Artists

- Rehearsal | **2pm to 5pm** - (3 hours reg. / more will be added as needed)
  - **ACTIONS:** (Discuss course of action with Performance Coach for the rehearsal. Warm-up / Work Out, Review, Add-on and/or learn new material)
- 30 min. Break
  - **ACTIONS:** (Change your clothes first, go to the store, breathe)
- Recording Session | **5:30pm - Until**
  - **ACTIONS:** (Work on finishing recording a song you last left off on before moving on - unless a special circumstance comes up, before starting something new)

## ::FIRST QUARTER GOALS::

### - JANUARY

- Finish as many songs as possible
- Edit and Release “Freak Show” Music Video
- Plan + Execute Production of TALK Music Video
- Create and Execute Marketing Release for TALK
- Start Editing Unplugged Video

- **FEBRUARY**

- Finish as many songs as possible
- Release TALK record Feb. 6th
- Release Unplugged Video Feb. 14th - (Valentines Day)
- Make more records

**::NOTES::**

- See Calendar on Perfect Website: [perfectmusiconline.com](http://perfectmusiconline.com)
- Updates will be released as needed