**Extended Diploma in Music Performance   
& Production  
Project proposal template**

In producing the project proposal, and in preparing for the project realisation, you should familiarise yourself with Units 12 and 13 of the qualification. In particular, you should understand the assessment and grading criteria, which will be used to determine standards of achievement.   
  
Unit 12 requires you to produce a project proposal of about 800 words, excluding the project action plan and bibliography. Project proposals should not be so succinct that they do not address the requirements listed, nor should they be excessively long and unfocused. Your project proposal should be sufficiently challenging to ensure you have the best possible chance of meeting the grading criteria in Unit 13, the extended project.

**Your project proposal should include:**

* *Centre name and number*
* *Candidate name and number*
* *Project proposal title and date*
* *Main area of activity/ pathway.*

The project proposal must be word processed and presented under the headings listed here:

**Section 1 - Context**   
*(Approximately 300 words)*

This section provides you with an opportunity to reflect on, review and summarise your progress and achievements through the first 11 units, and the knowledge, skills and understanding you have acquired. What you know now, and what it means to you, compared with what you knew and could do before you started the course, and how this has influenced your choice of pathway and your project proposal.

It also provides an opportunity for you to explain your reasons for choosing a particular pathway and to outline both your immediate and longer-term aspirations. You should use this section to clearly explain the concept and aims of your personal project, and what you anticipate producing, making reference to the critical and contextual perspectives within which your own work is situated.

**Section 2 – Research**  
*(Approximately 50 words)*

This section provides you with an opportunity to record the initial research sources that you intend to use, both primary and secondary and the ideas that will support and inform the development of your project. Your sources of research should be as wide as possible, including: libraries, museums and galleries; books and magazines; theatre and live events; film, TV and radio, and websites and digital sources.

You should include references to print or digital media in the form of a bibliography presented using the Harvard system of referencing, within the template provided.

**Section 3 – Problem solving**   
*(Approximately 100 words)*

In this section, you should describe how you intend to overcome problems you are likely to encounter during the development of your proposed project. Give examples of both practical and theoretical problems that you have resolved through your previous work.

Include examples of personal initiative and commitment that you have previously demonstrated and use this to anticipate the level of comprehension, appreciation, knowledge and proficiency that will be necessary to achieve your identified goals.

**Section 4 – Planning and production***(Approximately 50 words)*This section provides you with an opportunity to outline your planning and organisation over a period of weeks, and the activities you will need to carry out in order to successfully complete your project within the agreed time-frame. Your planning should be presented within the template provided. It is important that you consider how you will balance ambition, time and realism in the realisation of the project. This should include what you are going to do, how you will do it and by when.

The more time and thought you give to planning your project, the more successful it is likely to be. Remember to include time spent on: sourcing materials, performing questionnaires, accessing workshops, tutorial and peer group feedback opportunities and where you will incorporate independent study. You should also outline the resources that you will need and an indication of the form in which you will complete and present your final realisation within the allocated timescale.

**Section 5 – Practical skills***(Approximately 100 words)*

In this section, you should describe the practical elements of your project and the materials processes and technical skills that you will need to apply in order to successfully realise your proposal.

Give examples of techniques and processes that you have used during previous units. This can include the development of a range of skills used to support and ensure the successful communication of experiences and ideas and the resources you will need to access in order to fully explore the potential of your project concept.

**Section 6 – Evaluation and reflection***(Approximately 100 words)*

This section provides an opportunity for you to explain how you will reflect on and evaluate your work, as both an ongoing activity and at the conclusion of the project.

You should describe how you intend to record your decision making, and how you will document changes to your ideas as work progresses.

The evaluation should be referenced to your stated aims and be reflective and analytical rather than a description of actions completed. When working in collaboration with others you should comment on how this may impact either positively or adversely and steps you can take to minimise disruption to your own progress.

**Section 7 – Presentation***(Approximately 100 words)*

The final section provides an opportunity for you to describe how you intend to organise and present the work generated throughout the development of your project. You should consider the most appropriate formats for communicating the development of your ideas to an identified audience, both visually and conceptually and how you will present your conclusions and outcomes.

**Additional requirements (not included in the 800-word proposal):**

* Proposal cover sheet and project title
* Bibliography
* Project timetable
* Digital presentation

**Extended Diploma in Music Performance & Production  
Unit 12 Project Proposal**

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| **Candidate**  **Name** | **Lukass Zalaiskalns** |
| **Candidate Number** | **10669156** |
| **Pathway** | **Music performance &. Production Level 3 Extended** |
| **Project Title** | **Project 4 – Extended Project** |
| **Section 1: Context (approx. 300 words)** | |
| **Before I came to college and joined this course I knew little to nothing about music, I had just listened to it all my life. When I joined, the first project we did was on live performance and this taught me how to work with a band and play live. Second project composing, third recording and for my final project I wrote my own songs. I did the same thing on level 3.**  **But then when I came onto level 3 extended, the first project was also live performance but this year, we also focused on the behind-the-scenes aspect of the show. As in setup and promotion, this gave me an insight into event production. I was also a backline tech during this show so I got to set up the stage and knew how everything had to be so if anything went wrong I would be prepared to solve it quickly and smoothly. The third project didn’t really have anything to do with events. However the third project this year was an essay, we got to pick our own topic within the music realm to write about. I chose to write about different venue sizes. When I was researching venues, I also learnt a few things to do with stage setup and promotion for the event.**  **So going into this project, I know what I need to do to promote the event and also how to set it up physically. I know how the stage layout needs to be to be the most practical for the performers. I know about all the different equipment I need to pull this off. I am also going to learn how outdoor stages need to be set up and how the weather can effect the integrity of the event. I am also going to get some good experience in running events because it’s a career I want to pursue.** | |
| **Section 2: Research (approx. 50 words)** | |
| **I will be researching venues and their equipment and capacity.**  **I will be doing this research on google and while talking to the owners of the venues. Mainly google, but a lot of research is going to be me going to the venues** | |
| **Section 3: Problem solving (approx. 100 words)** | |
| **Weather is the main issue, so if the weather is bad and it rains or worse, I have a gazebo for the stage and I’m going to sort something like that out for the sound desk too. If it’s too bad I am also going to be talking to indoor venues about maybe hosting it there just in case. If I have any problems with set up and stuff like that, I can ask Evan, Lewis or any other present staff member. If I have any problems with costs, I can talk to Bradford city council and get funding and maybe make it a part of BD25 City of culture.** | |
| **Section 4: Planning and production (approx. 50 words)** | |
| **I need to book the venue and plan the layout of where the stage is going to be and where’s everything else going to be. I also need to plan tickets, prices, attendees and promotion. I need to plan the performers (who and when). I also need to think if there are any small things I would like to add to my event to make it unique and true to me.** | |
| **Section 5: Practical skills (approx. 100 words)** | |
| I play guitar, so I can also play at my own event, and other events to also promote mine. This is pretty useful because when I play gigs, I can take notes on how things are done by others so I can pick out key things and use them at my event. I was a backline tech in the first project so I have experience in setting up amps and making sure everything on stage works when the bands are playing.  I have experience setting up these gazebos because I do it at work pretty often. I also have a very good understanding of the practicality of a stage setup, so I know what tips and tricks to use when setting up a stage. | |
| **Section 6: Evaluation and reflection (approx. 100 words)** | |
| I will be evaluating on digital space, and I will post videos and screenshots of work I do towards this project. I will also write short summaries of verbal conversations I have with staff/owners of venues I speak to and pictures of the venues, which are going to be of venues spaces, both of, just the space and also potential equipment we could use or any other points/things of interest.  At the end of my project after the show, I will write a conclusion evaluation, which will be me comparing my initial idea with the outcome of the project, whether or not I achieved my goal.  Some questions I’m going to answer in my final evaluation are;  Did I succeed in the size of the event?  Did I succeed in the popularity of the event?  Did I sell as many tickets as I initially wanted?  Did I run into any problems along the way?  Have I learnt anything new?  Have I acquired new skills I could use for the future?  Did I enjoy it?  Am I going to do more? | |
| **Section 7: Presentation (approx. 100 words)** | |
| I am going to present all my work on digital space in the form of writing, videos and screenshots. This will be done slowly over the course of this project and will explain all of my process.  The videos are going to be posted on Youtube as unlisted vids and then linked onto my digital space.  The screenshots are going to be of emails I send and get from venues and people involved in this event.  The writing will be evaluating these videos and screenshots and also explaining them and why I did them.  This is going to be correctly labeled and everything will go where it needs to, this will make everything make sense and easy to understand. | |
| **Proposed Research Sources and Bibliography (Harvard Format)** | |
| bradford, visit (2025). Live Music Venues - Bradford. [online] Visitbradford.com. Available at: <https://www.visitbradford.com/things-to-do/entertainment/live-music-venues> [Accessed 15 apr. 2025].  Tempest, K. (2017). Nightrain Live Music Venue - Homepage. [online] Nightrain - Live Music Venue | Bradford. Available at: <https://nightrain.co.uk/> [Accessed 15 apr. 2025].  Home | The Underground. (2023). The Underground. [online] doi:https://doi.org/102274596827...0\_n. | |

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| **Project Action Plan and Timetable** | | | |
| **Week** | **Date Week**  **Beginning** | **Activity / What you are intending to do - including independent study** | **Resources / What you will need to do it - including access to workshops** |
| 1 | **03/03/2025** | **Presentation & Proposal process** | **Computer, PowerPoint, Word** |
| 2 | **10/03/2025** | **Rehearsal, contacting venues, making a rough plan for the day of the event,** | **Computer, phone, guitars, amps, cables, rehearsal space.** |
| 3 | **17/03/2025** | **Rehearsal, promotion.** | **Computer, phone, guitars, amps, cables, rehearsal space.** |
| 4 | **24/03/2025** | **Rehearsal, promotion.** | **Computer, phone, guitars, amps, cables, rehearsal space.** |
| 5 | **31/03/2025** | **Rehearsal, promotion.** | **Computer, phone, guitars, amps, cables, rehearsal space.** |
| 6 | **07/04/2025** | **Rehearsal, promotion.** | **Computer, phone, guitars, amps, cables, rehearsal space.** |
| 7 | **14/04/2025** | **Rehearsal, promotion.** | **Computer, phone, guitars, amps, cables, rehearsal space.** |
| 8 | **21/04/2025** | **Rehearsal, promotion.** | **Computer, phone, guitars, amps, cables, rehearsal space.** |
| 9  10 | **28/04/2025**  **05/05/2025** | finalise running order  Do the gig | **Computer, phone, guitars, amps, cables, rehearsal space. all the bands in a meeting.**  **Venue, gear, camera,** |