

Live Production Program

Administrative Proposal Packet

School: Stephens County Middle School

Instructor: Joel M. Martin

Courses: Introduction to Live Production (9 weeks); Live Production & Event Technology (Semester)

SECTION 1: One-Page Executive Summary

Program Overview

The Live Production Program is a **two-tier instructional pathway** designed to provide students with authentic, safety-focused, and collaborative learning experiences aligned with real-world live event production practices.

The program consists of: - **Introduction to Live Production (9 weeks):** An exploratory, classroom-based course focused on foundational skills, terminology, and safe equipment awareness. - **Live Production & Event Technology (Semester):** A production-based course where students apply skills through supervised operation of audio, lighting, video switching, presentation systems, and staging in support of school performances.

Purpose & Need

Modern schools increasingly rely on live events such as concerts, assemblies, ceremonies, and productions. This program provides: - Structured, supervised student involvement - Increased safety and professionalism - Workforce-relevant skills - Cross-curricular collaboration without replacing existing courses

Key Program Strengths

- **Safety-First Design:** Safety certification, controlled equipment access, and clear supervision
 - **Cross-Collaboration:** Supports Chorus, Theatre, and Video/Film Technology
 - **Real-World Alignment:** Analog, digital, and hybrid systems training
 - **Clear Accountability:** Documented grading, discipline, and assessment systems
 - **Administrative Transparency:** Walk-through guide, evaluator checklist, and substitute protocols
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Student Outcomes

Students will: - Demonstrate responsibility and teamwork - Apply technical skills safely - Communicate effectively in team-based environments - Build portfolios and leadership readiness

Administrative Assurance

This program is **instructional, supervised, standards-aligned, and safety-driven**. It enhances existing programs without adding risk or replacing instruction.

SECTION 2: Proposal Slide Deck (Text Version)

Slide 1 – Program Title

Live Production Program

Introduction to Live Production & Live Production & Event Technology

Slide 2 – Why This Program

- Growing demand for professional event support
 - Need for safe, structured student involvement
 - Real-world skill development
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Slide 3 – Course Structure

- 9-week exploratory entry point
 - Semester-long advanced application
 - Optional progression, not mandatory
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Slide 4 – Safety & Supervision

- Safety Certification Badges
 - Instructor-controlled equipment access
 - No unsupervised operation
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Slide 5 – Cross-Collaboration

- Supports Chorus, Theatre, Video/Film
 - Does not replace existing courses
 - Shared authority for safety and workflow
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Slide 6 – Instructional Model

- Direct instruction
 - Guided hands-on practice
 - Student-led demonstrations (supervised)
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Slide 7 – Assessment & Accountability

- Skills checklists
 - Portfolios
 - Performance-based evaluation (advanced course)
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Slide 8 – Administrative Transparency

- Walk-through guide
 - Evaluator checklist
 - Substitute and emergency protocols
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Slide 9 – Student Impact

- Leadership development
 - Responsibility and professionalism
 - Career pathway exploration
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Slide 10 – Approval Request

Approval to implement the Live Production Program as designed.

SECTION 3: Principal-Facing Talking Points

Opening

“This program is designed to safely and professionally support school events while giving students authentic, supervised learning experiences.”

Safety

- Equipment access is certified and supervised
- Clear emergency and substitute protocols

Instruction

- Students are learning transferable, workforce-aligned skills
- Peer teaching is structured and supervised

Collaboration

- Program supports—not replaces—existing courses
- Shared authority improves safety and execution

Assurance

- Parents are informed
 - Expectations are documented
 - Administrative visibility is built in
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SECTION 4: Simulated Administrative Q&A

Q: Is this safe for middle school students?

A: Yes. Safety certification, controlled access, and constant supervision are foundational elements of the program.

Q: Are students replacing staff or teachers?

A: No. Students operate only under instructor supervision and support existing instructional staff.

Q: Why are students teaching other students?

A: Peer instruction is a supervised strategy aligned with Georgia CTAE Employability Standards and Georgia Standards of Excellence instructional practices.

Q: Does this replace Video/Film or Chorus?

A: No. Each course retains its instructional role. Live Production focuses on technical execution and coordination.

Q: What if a student cannot commit to after-school performances?

A: That requirement applies only to the advanced course. Intro students are not required to attend.

Q: How will this be evaluated?

A: Through skills checklists, portfolios, performance execution, and documented safety compliance.

Q: What happens if behavior becomes unsafe?

A: Equipment access is immediately revoked, and administrative protocols are followed.

This packet is designed to support clear understanding, confident approval, and successful implementation of the Live Production Program.

One-Page Administrative Leave-Behind Handout

Live Production Program – At a Glance

School: Stephens County Middle School

Instructor: Joel M. Martin

What Is the Live Production Program?

The Live Production Program is a **two-course instructional pathway** that prepares students to safely and professionally support school performances and live events through hands-on, supervised learning.

- **Introduction to Live Production (9 weeks):** Exploratory course focused on fundamentals, safety awareness, and terminology
 - **Live Production & Event Technology (Semester):** Advanced course focused on applied production, collaboration, and performance execution
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Why This Program Matters

- Enhances the quality and safety of school events
 - Provides real-world, workforce-aligned skills
 - Builds student responsibility, leadership, and teamwork
 - Supports existing programs without replacing them
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Safety & Supervision

- Instructor-controlled equipment access
 - Student Safety Certification required for operation
 - Clear substitute and emergency protocols
 - Immediate removal from equipment if unsafe behavior occurs
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Cross-Collaboration

- Supports Chorus, Theatre, and Video/Film Technology
 - Maintains instructional boundaries
 - Shared authority improves safety and workflow
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How Students Are Assessed

- Skills checklists
 - Portfolio artifacts
 - Professional behavior and safety compliance
 - Performance participation (advanced course only)
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Administrative Assurance

This program is **instructional, supervised, standards-aligned, and safety-driven**. All expectations, procedures, and responsibilities are fully documented and transparent.

Approval Request: Authorization to implement the Live Production Program as presented.