PROPOSAL

Since it doesn’t look like I will be the one funding anyone’s project in the near future. Knowing how to acquire funding is an excellent skill to have. The following proposal is requesting money to pay for the design of an instructions set for the Event Technical Support Crew of Western Washington University’s Viking Union. These instructions are for Western’s Commencement Ceremony. The ceremony only happens during finals week, so I know that my crew has trouble remembering how to construct the sound system used for Commencement.
Dr. Denise Weeks  
Western Washington University  
516 High St.  
Bellingham, WA 98225

Dear Denise,

I’ve attached a proposal requesting funds for a set of instructions explaining the sound system used each quarter for graduation commencement. The proposal shows why a set of instructions is needed and how it will solve the Event Technical Support Crew’s problems involving the setup of the sound system. I’ve also figured out how much this set of instructions would cost. Please contact me either by e-mail (grunkea@yahoo.com) or by phone at extension 6805.

Sincerely,

Adam Grunke  
Technical Support Crew Supervisor
I. Problem
Graduation is one of the Event Technical Support Crew’s high profile events and setting up the sound system has been a difficult task every quarter since I started working on the Tech Crew in January of 2000. The sound system that is set up for graduation isn’t any more complicated than any of the other setups, it has two big factors against it. One: graduation set takes place on the Thursday of finals week each quarter. So those who are still in town are usually exhausted from studying or needing to go study for their other finals. Two: there was never any documentation on how it should be setup so it is relearned each time. I have interviewed each member of the Tech Crew and all agree that a solution for the problem would be a set of instructions that would walk crew members through each step of graduation setup.

II. Proposed Solution
A set of step-by-step instructions would easily solve the problem of setting up graduation sound. The sound system will be explained based on location. So everything that applies to the stage would be on the stage page. Everything for front of house would be on the front of house page. There would be two copies of these instructions. One would be kept along with the equipment and the other would stay in the Event Technical Support Crew office with all of the other technical information. I have broken the instructions into the following sections:

1. Power
   a. Getting power
   b. Power distribution

2. Front of House (FOH)
   a. Crest Console
      i. Signal path
      ii. Sending signal to ATUS
   b. Concert System Rack and EQ Rack
      i. Initializing the Omni-Drive
      ii. EQ and compressor daisy chain

3. Speaker Connections
   a. Overheads
   b. Side-fills

4. Stage
   a. Microphone placement
   b. Stage monitors

5. Backstage
   a. Clear Com headsets
   b. Equipment clean-up

6. Side stage
   a. Getting Signal to FOH
   b. Monitors
   c. Microphones

7. Troubleshooting
III. Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
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<tbody>
<tr>
<td>Sunday May 11</td>
<td>Complete instructions outline and develop pictures.</td>
</tr>
<tr>
<td>Monday May 12</td>
<td>Complete draft of instructions with graphics and test with the Tech Crew.</td>
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<tr>
<td>Tuesday May 13</td>
<td>Complete final draft of instructions based on Tech Crew suggestions.</td>
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<tr>
<td>Wednesday May 14</td>
<td>Submit final document.</td>
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IV. Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Instruction Writing</td>
<td>5 hours at $30/hour</td>
</tr>
<tr>
<td>Film Development (2)</td>
<td>$6 per roll of film</td>
</tr>
<tr>
<td>3-Ring Binder (2)</td>
<td>$3 each</td>
</tr>
<tr>
<td>Total</td>
<td></td>
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</tbody>
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V. Qualifications
As the Event Technical Support Crew supervisor, it is my job to fully understand each piece of equipment and how that equipment interacts within a system. I know how to set up every part of the graduation sound system because I’ve done it so many times.

VI. Benefits
Having a set of instructions would give the Tech Crew something to study before actually setting up sound. This would reduce time spent on troubleshooting and stress. The explanations on why each section is set up the way they are would be small tutorials in themselves which are always helpful.

VII. Conclusion
The number of problems setting up the sound for graduation would be greatly reduced if a set of instructions were available. There would still be the usual equipment problems, but the troubleshooting section would help with the most common of those.