



BEHIND-THE-SCENES PORTFOLIO ARTIFACTS OVERVIEW

Students or teams applying for a Behind-The-Scenes award are required to complete an application requiring 3 components: a 1–2 page essay about your experience, an interview with a panel of adjudicators, and a portfolio of artifacts. This resource is focused on designing and collecting your artifacts.

WHAT IS AN ARTIFACT?

An artifact is a representation of your or your team's work on a production. Artifacts can be any form of digital media that represents the planning, creation, or final product produced by your role.

Prior to your interview, the adjudicator panel will review your artifacts and essay. Adjudicators will not have seen your production nor any of the process and rehearsal leading up to the final performances. As such, your artifacts will be the only insight to your work and the overall production for adjudicators.

TIPS FOR STRONG ARTIFACTS

Tell the Story of Your Process

Showing different stages of your work, from brainstorming to rehearsal to final performances, will help adjudicators understand your whole contribution and how your contributions developed over time. The ability to plan and execute a vision are also showcased.

Use a Variety of Media

Utilizing a variety of media types for your artifacts can help to showcase different elements of your work. For example, a video of lighting cues is an effective artifact but becomes stronger when paired with a lighting plot and a cue sheet.

Focus on Key Elements of Your Work

What were the main functions of your position? Does this artifact showcase those functions and your overall goals?

Include Challenges

What problems did you face? How did you overcome them? Showcase your skills and specialized knowledge by demonstrating how you adapted your work in the face of adversity or change.

COLLECTING ARTIFACTS

The best practice for collecting artifacts is to save and document your work as it happens.

Take Photos and Videos

Every moment of work is important. Taking a few minutes to document the state of your work will help to provide plenty of media to shape the story of your artifacts at the end of the process.

Collect Planning Materials

Scans or photographs of sketches, research, inspiration, outlines, meetings, etc. are all great artifacts; save and copy them for future use.

Represent the Final Product

Capture your work in its completed form. Remember, the adjudicator panel will **not** have seen your production; try to showcase the culmination of your efforts in the context they were intended for.

It is never too late to start collecting your artifacts! Here are some suggestions to collect artifacts later or after your process, in the event you did not collect along the way:

Work Backwards

What gave you inspiration; what did you research? If you do not have artifacts from early stages, create a representation of your inspiration or planning to help show the transformation of your ideas.

Utilize Available Documentation

Did your school have photos or videos of the production that show your work in context? Are there social media posts? Promotional materials? Did your friends or colleagues record any moments of rehearsals?

Map Your Process

Every creative process requires a series of developmental steps to achieve the final product; create a map or outline/timeline representing those steps and how they played a role in the process.

EXAMPLES OF ARTIFACTS

Creative Roles (primarily design or direction focused)	Technical Roles (primarily execution focused)	Business Roles (primarily administrative focused)
<ul style="list-style-type: none"> ➤ Vision or thematic boards ➤ Blocking or choreography charts ➤ Script annotations ➤ Color palettes ➤ Initial drawings ➤ Makeup face charts ➤ Models ➤ Compiled research ➤ Design presentations ➤ Material samples 	<ul style="list-style-type: none"> ➤ Rehearsal reports ➤ Sign-in sheets and schedules ➤ Video of scene transitions ➤ Cue sheet ➤ Progress plans and timelines ➤ Video of cue-to-cue ➤ Annotated script ➤ Photos of work in-progress ➤ Mic plots ➤ Built-in board cues 	<ul style="list-style-type: none"> ➤ Digital files of advertisements ➤ Photos of promotions in public ➤ Social media posts ➤ Before and after images ➤ Job charts ➤ Meeting notes ➤ Business plans ➤ Brainstorm notes ➤ Vision boards ➤ Engagement data ➤ Market research

BRAINSTORM

A little planning now can help make collecting artifacts easier. Use the brainstorm worksheet on the next page to capture ideas about the type of artifacts you may be able to use or capture.

Planning

What showcases the early stages of your work? How can you portray the preparation and research that goes into your role?

Creating

What showcases the developmental stages of your work? How can you demonstrate the effort and changes your work went through?

Presenting

What showcases the final product of your work? How can you represent your work in the context of its finalized format?

BRAINSTORMING SPACE

PLANNING Artifacts related to the planning, brainstorming, idea generation of your role	CREATING Artifacts related to the process of your work leading up to the performance	PRESENTING Artifacts related to the final displays of your work