

Design Planner

Title of Piece:

Artist(s):

Sketch / Idea Drawing:

Materials Needed:

How Will It Be Constructed?

Examples: glue, tape, string

Function or Purpose (circle one):

Decorative

Functional

Both

Artist Statement

Title of Piece:

Made By:

Materials Used:

Inspiration / Message:

What I Want Viewers to Think About:

Showcase Organizer Sheet

Event Type (circle or write your own!):

School-Wide Exhibit

Online Gallery

Other:

Location / Platform:

Date & Time:

Projects Included:

Roles (check all that apply):

- ☐ Photographer
- ☐ Label/Sign Maker
- ☐ Setup Crew
- ☐ Host/MC
- ☐ Social Media Manager

Extra Touches:

- ☐ Voting slips for “Fan Favorite”
- ☐ Small prizes for participants
- ☐ Background music during showcase