
True Voices Sample Project Templates

GSA Conference Template

Introduce and provide a short overview of your GSA Conference project. What is the focus or theme of your conference? What key issues or topics will be addressed? Whose voices and experiences are being amplified in the event?

Objectives:

Provide 3-5 clear goals. Think about the intended impact of your GSA conference and how you may be able to evaluate success. Consider how students, staff, and community members will benefit from participation.

- What impact could your GSA conference have on attitudes, beliefs, or school culture?
- Who are you giving representation to, and what impact might that have on others?
- What knowledge or tools are you providing to the audience of your conference?

Format:

Describe the format of your GSA conference. Consider these questions:

- How many sessions, panels, or workshops will you have?
- How long will each session last?
- What will the structure of the event look like? (i.e., keynote speaker, breakout sessions, panel discussions, networking opportunities, etc.)
- Where will your event be held?

Promotion Considerations:

How will you promote the conference and draw an audience? Consider how you might use social media, school newsletters, flyers, word-of-mouth, school networks, etc.

Evaluation:

What methods will you use to evaluate the success of the event? Think about the goals you've set and how to measure them. You may consider evaluating impact on participant attitudes and engagement, school environment, GSA involvement, etc.

Sample budget:

Item	Notes	Cost
Venue Rental	Space for event	\$1,200
Guest Speaker Fees	Keynote Speaker	\$500

	Workshop Facilitators	\$1,000
Event Supplies	Materials for workshops	\$300
Catering	Lunch and refreshments	\$950
Transportation	Buses or Taxi for participants	\$400
Decorations	Banners, signs, posters	\$150
Event Insurance	Coverage for event	\$200
Audio/Visual Equipment Rental	Microphones, speakers, projector	\$500
	Total:	\$5000

Timeline:

Creating a timeline for your conference involves breaking down the key stages and tasks. Consider steps like securing the venue, developing event schedule, confirming facilitators and speakers, securing catering, inviting attendees, organizing transportation, hosting the event, and conducting evaluation.

Podcast Series Template

Introduce and provide a short overview of your podcast project. Whose voices are you amplifying in your podcast? What themes and topics do you plan to touch on?

Objectives:

Provide 3-5 clear goals. Think about what impact you want your podcast to have and how you may be able to quantify or demonstrate that impact through evaluation.

- How might the students working on your podcast benefit from participation? What tools, skills, knowledge, or personal development might they gain?
- Who is the audience for your podcast and why?

- What impact could your podcast have on attitudes or beliefs in your school or community? What might your podcast bring awareness or understanding to?
- Who are you giving representation to and what impact might that have on others?
- What knowledge or tools are you providing to the audience of your project?

Format:

Describe the format of your podcast. Consider these questions:

- How many episodes will you produce?
- How long will the episodes be?
- How will the episodes be structured?
- Where will your podcast be housed and streamed?

Promotion considerations:

How will you promote the podcast and draw an audience? Consider how you might use social media, school newsletters or events, SEO optimization, community networking, etc.

Evaluation:

What methods will you use to measure the impact of your podcast? Think back to your goals and consider how you might demonstrate any success you may have in reaching them. You may choose to evaluate the impact on the student participants, the audience, and/or school environment.

Sample budget:

Item	Notes	Cost
Recording Equipment	Microphones x 3	\$300
	Headphones x 5	\$250
	Pop Filter/Windscreen x 2	\$20
	Laptop x 1	\$1,999
Guest Honorarium	Honorarium for a third party guest expert x 3	\$300
Graphic Design Software	Procreate (tablet design app) for designing logo and promotional content	\$13.99
Space Rental	Recording space	\$750
	Launch party space rental	\$500

	(Community Center)	
Printing	Promotional Materials	\$50
	Total:	4,993.99

Note: Recording software and hosting platforms are available free of cost.

Timeline:

Creating a timeline for a podcast project involves outlining the time it will take to complete tasks in all key stages of pre-production, production, post-production, promotion, release, and evaluation. Consider steps like researching, scripting, recording, editing, creating assets, etc.

Pride Book Club Template

Introduce and provide a short overview of your GSA book club project. What is the purpose of the book club? What themes or topics will be explored through the books you choose? How will the book club amplify voices and perspectives from the 2SLGBTQ+ community?

Objectives:

Provide 3-5 clear goals. Think about what impact the book club will have on participants, and how you can measure that impact.

- What impact will participation have on 2SLGBTQ+ youth and their allies?
- What impact could the book club have on attitudes, beliefs, or school culture?
- Who are you giving representation to, and what impact might that have on others?
- What knowledge or tools are you providing to the participants of your book club?

Format:

Describe the structure and logistics of your book club project. Consider the following:

- How often will the book club meet?
- What will the format of the meetings be?
- What books will be read?
- Will there be special events or author visits?
- Where will the book club meet?

Promotion Considerations:

How will you promote the book club and encourage students to participate? Consider how you might use social media, newsletters, school assemblies, flyers/posters, or word of mouth.

Evaluation:

What methods will you use to evaluate the success of the book club? Consider evaluating tracking attendance and engagement, collecting feedback through surveys or informal conversations, or assessing impact on school culture.

Budget:

Item	Notes	Cost
Books	Purchase books for GSA members and school library	\$2,000
Author Fees	Payment for author(s) for book club event	\$1,500
Promotional Materials	Flyers, posters, and digital promotion for the club	\$200
Refreshments	Snacks and drinks for book club meetings	\$800
Workshop Materials	Journal, hand outs, writing utensils, chart paper, etc.	\$200
	Total:	4,700

Timeline:

Break down your project into a timeline. Illustrate the time it will need for each step, including promotion, selecting books, meetings, event planning, and evaluation.

Mural Template

What is the theme or message of the mural? What is the goal behind creating this mural?
Whose voices and experiences will be represented in the mural?

Objectives:

Provide 3-5 clear goals. Think about the intended impact of your GSA mural and how it might be evaluated. Consider the benefits for the students working on it, the school environment, and the community.

- What impact could the mural have on attitudes, beliefs, or school culture?
- Who are you giving representation to, and what impact might that have on others?
- What knowledge or tools are you providing to the audience of your mural?

Format:

Describe the structure and logistics of the mural project. Consider the following:

- Where will the mural be located?
- What materials will be used?
- Who will design the mural? What will be the process of design?
- Will there be a series of workshops or community events to help paint the mural?
- Will it be painted over a set number of days or in one large session?

Promotion Considerations:

How will you promote the mural and raise awareness of the project? Consider how you might use avenues like social media, school newsletters, local news outlets, assemblies, etc. to share the mural project with your community and recruit participants.

Evaluation:

What methods will you use to evaluate the impact of the mural? Think back to your goals and consider how you might demonstrate any success you may have in reaching them. Consider surveys or informal feedback from the school community on the mural's impact.

Budget:

Item	Notes	Cost
Mural Painting Materials	Brushes, paint, smocks, protective coating etc.	\$1,000
Artist fee	Payment for artist leading design workshops with youth	\$1,500
Workshop supplies	Materials for design workshop	\$250
Participant shirts	Shirts for participants in mural painting	\$500
Refreshment	Snacks, drinks, and meals for	\$750

	participants during mural painting and workshops	
Promotional Materials	Posters, flyers, and digital campaigns to promote the project	\$200
Launch Party	Snacks, decorations, refreshment	\$300
	Total:	\$5000

Timeline:

Break down your project into a timeline. Illustrate the time it will need for each step, including designing the mural, acquiring materials, priming mural location, planning launch event, painting, and conducting evaluation.

Video Web Series Template

Provide a brief overview of your project.

Objectives:

Provide 3-5 clear goals. Think about what impact you want your web series to have and how you may be able to quantify or demonstrate that impact through evaluation.

- How might the students working on your web series benefit from participation? What tools, skills, knowledge, or personal development might they gain?
- Who is the audience for your web series and why?
- What impact could your web series have on attitudes or beliefs in your school or community? What might your web series bring awareness or understanding to?
- Who are you giving representation to and what impact might that have on others?
- What knowledge or tools are you providing to the audience of your web series?

Format:

Describe the format of your web series. Consider these questions:

- How many episodes will you produce?

- How long will the episodes be?
- What genre will your web series be? Will it be fiction or nonfiction?
- What style of storytelling will you use? Will there be a continual narrative or will it be episodic?
- Where will your web series be housed and streamed?

Promotional Considerations:

How will you promote the podcast and draw an audience? Consider how you might use avenues like social media, SEO optimization, events, and/or local news sources. Could you promote or share your web series through your school’s newsletters, events, or websites?

Evaluation:

What methods will you use to qualitatively and/or quantitatively measure the impact of your podcast? Think back to your goals and consider how you might demonstrate any success you may have in reaching them. You may choose to evaluate the impact on the student participants, the audience, and/or school environment.

Budget:

(note - consider rental equipment if available to or seek out equipment from your school’s A/V club)

Item	Notes	Cost
Camera Equipment	Camera 1	\$1,250
	Camera 2	\$1,250
Lighting Equipment	Lighting setup for shoot	\$500
Tripods	Tripods x 3 for camera and lighting	\$250
Audio equipment	Lab mic	\$350
Props	Wardrobe, backdrops, etc	\$700
Music licenses	Stock music	\$250
Video editing software	Adobe cloud subscription (October 2024-June 2025)	\$400
Printing	Promotional Materials	\$50
	Total:	\$5,000

Timeline:

Create a timeline by breaking down your project into each step within the pre-production, production, post-production, and launch phases. Illustrating how much time they will take. Consider including steps like conceptualization and research for authentic storytelling, scriptwriting, casting, filming, post-production editing, marketing strategy development, promotional activities, and community engagement.

True Voices Play

Briefly introduce and describe your project. What is your play about? Who will participate in it?

Objectives:

Provide 3-5 clear goals. Think about what impact you want your project to have and how you may be able to quantify or demonstrate that impact through evaluation.

- How might the students working on and in your play benefit from participation? What tools, skills, knowledge, or personal development might they gain?
- Who is the audience for your play and why?
- What impact could your play have on attitudes or beliefs in your school or community? What might your play bring awareness or understanding to?
- Who are you giving representation to and what impact might that have on others?

Format:

Describe the format of play. Consider these questions:

- How long will the play be? How many acts?
- How many performances will you put on?
- What genre will your play be? Will it be based on a true story or events?
- What style of storytelling will you use? Will there be a linear or non-linear narrative?

Promotional Considerations:

How will you draw an audience? Consider how you might use avenues like social media, fliers, and/or local news sources. Could you promote your production through your school's announcements, bulletin boards, newsletters, events, or websites?

Evaluation:

What methods will you use to qualitatively and/or quantitatively measure the impact of your project? Think back to your goals and consider how you might demonstrate any success you may have in reaching them. You may choose to evaluate the impact on the student participants, the audience, and/or school environment.

Budget:

Item	Notes	Cost
Set Design	Backdrop design	\$1,000
	Props and furnishings	\$1,250
Wardrobe	Clothing for cast	\$1,000
Makeup	Cast makeup	\$300
Equipment rental	Lighting, sound, special effects	\$1,000
Printing	Promotional Materials	\$50
	Program	\$200
	Total:	\$4,800

Timeline:

Outline a timeline for the project by breaking down the steps in pre production, production, and post-production. This timeline should include time for conceptualizing, writing, set design, rehearsals, promotion, etc.

True Voices Anthology

Provide a short introduction and description of your project. What will your anthology look like? Whose voices do you seek to showcase? Will your anthology focus on a specific theme or topic?

Objectives:

Provide 3-5 clear goals. Think about what impact you want your project to have and how you may be able to quantify or demonstrate that impact through evaluation.

- How might the students working on or published in the anthology benefit from participation? What tools, skills, knowledge, or personal development might they gain?
- Who are your intended readers and why?
- What impact could your project have on attitudes or beliefs in your school or community? What might your anthology bring awareness or understanding to?
- Who are you giving representation to and what impact might that have on others?

Format:

Describe the format of your anthology. What mediums and art forms will your anthology include? How long will it be? How will it be published and distributed? Will it be made available in physical and/or digital formats?

Promotional Considerations:

How will you promote the anthology and draw readers? Consider how you might use avenues like social media, events, and/or local news sources. Could you promote or share your anthology through your school's newsletters, events, or websites?

Evaluation:

What methods will you use to qualitatively and/or quantitatively measure the impact of your project? Think back to your goals and consider how you might demonstrate any success you may have in reaching them. You may choose to evaluate the impact on the student participants, the readers, and/or school environment.

Budget:

Item	Notes	Cost
Layout design software	9 month Adobe acrobat subscription	\$400
Training	Adobe online training	\$450
Honorarium	Guest talent feature (must	\$300

	not be affiliated with the school)	
Materials	Arts and crafts materials to support anthology development	\$750
Printing	Anthology printing x 100 copies for the school body	\$3,000
	Total:	\$4,900

Timeline:

Break down your project into a timeline. Illustrate the time it will need for each phase of the project, such as conceptualization and planning, outreach and call for submissions, selection, editing, design and layout, printing and digital formatting, promotion, launch and distribution.

True Voices Zine

Provide a short introduction and description of your project. Will your zine focus on a specific theme or topic?

Objectives:

Provide 3-5 clear goals. Think about what impact you want your project to have and how you may be able to quantify or demonstrate that impact through evaluation.

- How might the students working on or published in the zine benefit from participation? What tools, skills, knowledge, or personal development might they gain?
- Who are your intended readers and why?
- What impact could your project have on attitudes or beliefs in your school or community? What might your zine bring awareness or understanding to?
- Who are you giving representation to and what impact might that have on others?
- What knowledge or tools are you providing to the readers?

Format:

Describe the format of your zine. Consider questions such as:

- What mediums and art forms will you use?
- Who will contribute to the zine?
- What style of zine do you intend to create?

- Will you create one zine or multiple volumes?
- How will the zine be published and distributed?

Promotional Considerations:

How will you promote the zine and draw readers? Consider how you might use avenues like social media, events, and/or local news sources. Could you promote or share your zine through your school's newsletters, events, or websites? Are there local book fairs, art exhibitions, zine fests, or community events where you could distribute physical copies and build awareness?

Evaluation:

What methods will you use to qualitatively and/or quantitatively measure the impact of your project? Think back to your goals and consider how you might demonstrate any success you may have in reaching them. You may choose to evaluate the impact on the student participants, the readers, and/or school environment.

Budget:

Item	Notes	Cost
Layout design software	9 month Adobe acrobat subscription	\$400
Training	Adobe online training	\$450
Honorarium	Guest talent feature (must not be affiliated with the school)	\$300
Materials	Arts and crafts materials to support zine development	\$1,500
Printing	Zine printing 250 copies x 4 (one per school quarter)	\$1,000
Website	Website development to host zine	\$500
	Total:	\$4,150

Timeline:

Create a timeline of the project that includes all steps of pre production, production, promotion, and distribution. This may include tasks like producing creative elements, organizing layout, proofreading, digital formatting, creating promotional materials, and evaluating impact.