

[CLICK HERE FOR LIGHT MODE VERSION](#)

Have feedback, suggestions? Feel free to submit [here](#).

DISCLAIMER: Kindly note this is a WIP + not a strict guideline, it was drafted to help others in the community who want to put together projects but not knowing where to begin.

PROJECT PLAN

Summarize important details for your team.

[PROJECT PLAN](#)

[HOW TO BEGIN?](#)

- [1. IDENTIFY THE MAIN GOAL OF THE PROJECT](#)
- [2. MAPPING OUT THE OUTLINE](#)
 - [DELIVERABLES AND THEIR SCHEDULE](#)
- [3. DEVELOP THE TIMEFRAME AND OUTLINE](#)
- [4. FEEDBACK AND FINALIZING](#)
- [5. PUBLISHING AND OPENING UP TO RECRUITMENT](#)

[GENERAL GUIDELINES](#)

[PROMO SETUP](#)

[ACCESSIBILITY](#)

[TIPS + TRICKS FOR PROJECT MANAGEMENT/LEADING](#)

[TEMPLATES](#)

[\[1\] SUMMARY/OUTLINE TEMPLATE](#)

[\[2\] SUMMARY/OUTLINE TEMPLATE](#)

[\[3\] SUBMISSIONS TEMPLATES](#)

[RESOURCES](#)

[GENERAL PROJECT MANAGEMENT](#)

[WEBSITE BUILDING, HOSTING](#)

[ACCESSIBILITY](#)

[ART / VISUAL](#)

[AUDIO / SOUND](#)

[ADVERTISING SUPPORT](#)

[PROJECT ROLES](#)

[CREDITS](#)

HOW TO BEGIN?

I have an idea/concept that I would like to try and do with people but I don't know where to begin!

Having passion and motivation are good first steps to starting out a project but let's take a realistic approach too. What is the goal of the project? What are your outcomes, outputs and activities? Who participates in the team? What is the timeline? What is our budget (if any)?

Use these basic guide questions to create an informative overview.

When wanting to start an independent project, there are a few things you should consider, including:

The goal of the project: You should identify the main goal of your project and determine what you want to achieve. This will help you to stay focused and motivated throughout the project.

Available resources: You should evaluate your resources, including your time, skills, experience, and budget. Determine what you have and what you need, so you can plan accordingly.

Research and planning: It's essential to do your research and planning before starting the project. This includes identifying potential challenges, tasks, and outcomes. You should also consider the 5W's and 1H (who, what, where, when, why, and how) to help you plan effectively.

Realistic approach: While passion and motivation are great, it's important to take a realistic approach. Ensure that your goals are achievable within your available resources, and set realistic timelines and expectations.

Feedback and collaboration: It's helpful to get feedback from others before starting the project. This could include experts in the field or potential team members. Collaboration can also help you to develop and refine your ideas, and ensure that you're on the right track.

Here are some further steps/ground work to be laid down before starting:

1. IDENTIFY THE MAIN GOAL OF THE PROJECT

Asking yourself/team a few more things such as the 5W's +1H (who, what, where, when, why, how)

- Who is this involving?
- What's the goal?
- Why are you creating this project?
- How will this affect you or the persons involved?
- How will you measure it?
- What do you consider a success?

In order to answer the above: doing your research and homework! You probably already have a good idea as to why you want to start the project but it is still essential to do the research:

- Evaluate your team - what skills, experience and knowledge do you have?
- Do you have enough resources available? This is not just financially but also in terms of manpower and time. Gauge what else you may need to deliver this project.
- Figure out the challenges, tasks and ensure you have a good understanding of the how's before thinking about how to improve the final results.

It's also incredibly important to meet with people who could eventually be involved in the project during the planning stage to get their insight and feedback before proceeding to narrowing things down. Seeing their perspective towards x thing can help you have your ducks in a row before introducing this as an actual project to your team and be confident in your approach. It's never a bad thing to rely on experts in their field and get their help in helping you shape your plan.

Setting clear, specific and measurable goals are essential - so spending time figuring this out helps in order to move into the next few steps of planning. Ensure to create a list of **priorities** and consider what is important to tackle first as tasks in order to accomplish your goals. **PRIORITIES** - consider what is important to tackle first in tasks to accomplish your goals

2. MAPPING OUT THE OUTLINE

Think of it like building a house - we need to start with the foundation and the blueprint! This next step is for how things will get done and what your project will look like once it's in motion.

Before even going on to create an elaborate project scope - ask yourself if you have the budget to do so. This doesn't just mean financially necessarily but in terms of your other valuable resources like manpower, time. Gauge what you have and what you need. Do I have the manpower and resources? No - I'm missing something - do I have the time to recruit/hire someone to fulfill what is needed, etc. It's important to ensure you have the building blocks first before beginning.

Okay - I have the above, what's after? Here you can begin with creating the scope of the project. Make sure that it is crystal clear and outlines all the details - big and small. It should include deliverables and the deliverables schedule.

DELIVERABLES AND THEIR SCHEDULE

Everyone on the team should know **what** needs to be delivered and **when**. By doing so and typing it out - you'll be able to do this. Not only does this list create a workflow for everyone to follow, it also helps keep all of us on track.

It's important to remember to keep in mind what is realistic and doable. If you over promise - you are asking for stress and the team will be left to scramble throughout the project and this may cause your deliverables to suffer in quality. *Remember to be realistic and pragmatic.*

This is where researching and consulting experts prior is crucial - if you know that x task takes say 2 weeks to complete, it's not a good idea to only provide your team a few days and to hope everything will somehow fall into place within that short time frame. Add buffers to places where you're not sure of, it pays to be safe. It also provides the project and the team the breathing room to get the job done correctly.

3. DEVELOP THE TIMEFRAME AND OUTLINE

With the above information, time to put it all into an organized outline. Here is where you'd plot your plan into the summary outline text grid.

Basically once you plot your summary's outline and timeframes into the table - this will help to provide a clear vision to your team that is more polished and refined. Before you go to move on to share this project by opening it up to recruit participants/contributors - share your document to the team and anyone involved with the planning. Finalize any potential details and doubts with the team - I would suggest the following:

- Explain the ins and outs of the project
- Let your team know what's expected of them and when
- Work out any kinks that may come up**

** No matter how hard you try to cover all of your bases, hiccups will inevitably surface in any project. And that's okay! But ensure that you work out any potential problems early on to help minimize the stress.

4. FEEDBACK AND FINALIZING

This is the stage where you'll be finalizing the project's information and eventually opening it up to contributors and participants so take your time here to ensure you are communicating all relevant information. Get the feedback from the team. Being transparent and communicative is crucial in building a sense of trust and reliability with everyone involved.

It's also ideal to assign roles during this phase of the project plan so participants know how to get in touch with your points of contact during each step.

You should also add a section about any issues that may come up, including how you plan to handle them. While it may seem counterintuitive to highlight possible hiccups to your participants, you'll be showing them that you're taking a proactive, instead of reactive, approach. This foresight is always appreciated.

The best way to display this type of information, both for the mod team and the participants, is through a progress chart or a calendar. Having this set up helps with knowing what to expect and when.

- You can use a **Gantt chart** with the timeline of your deliverables (see [RESOURCES](#))

- Alternatively, you can also use a calendar or both; Whatever works best to stay on track!

As the project unfolds, keep this updated throughout the day so anyone can see where your project presently stands.

Once you've finished creating your project management plan and created a timeline using a Gantt chart, you can finally share your plan with everyone. At this stage, you can go over if the timelines are appropriate and realistic;

5. PUBLISHING AND OPENING UP TO RECRUITMENT

Okay - ready to get this party started?

At this final stage - your project's outline is ready to be shared with the public. You'll be able to answer any questions and start putting your project into motion.

To stay on track, plot out the big milestones first and then how you plan to achieve each one using smaller targets, such as daily, weekly, or monthly goals. For example: submissions due on x day, check-ins set in between, extension considerations, etc.

After that, you're simply managing deliverables and your team!

GENERAL GUIDELINES

Take time to read, understand and take major consideration towards the general guidelines of the talents' parent company. These guidelines were already drafted and provide a good base already for what is okay and not okay to present in your project. Any doubts? Refer to their guidelines to ensure you are respecting it. If there is a nugget of doubt towards x thing, the safest thing would be to remove it!

Here are the official links to Cover's Derivative Works Guidelines and Terms of Service:

<https://hololive.hololivepro.com/en/guidelines/>

<https://hololivepro.com/en/terms/>

Advise all contributors that their participation means they are giving consent for their works to be displayed/used by x talent

In more details, any copyrighted materials/IP (intellectual property), political or controversial entries need to be omitted or thoroughly reviewed. If the entry is deemed unfit to be shown on stream, the participant must oblige, understand and agree it will not be featured/included in the project. A good way to simply avoid this is to provide clear and concise guidelines to the participants prior to them submitting an entry. Not everything can be easily vetted prior but it's a good step to monitor at every step of the way.

Here are a couple of things to consider including as your project's guidelines as reminders:

- Include a proofreading phase and emphasize quality control on everything that goes into the project
- Ensure you have multiple moderators/staff or even participants to prevent self-entry bias or conflicts of interest
- Lead project managers should be double checking and looking over the entries, especially during the assembly phase
- Be mindful of language/discourse used (avoid politics, race, religion, war or touchy topics).
- Removal of copyright/IP (intellectual property)

A good way to help with the above is to use fictional places with fictional political climates if the project has to do with world-building. Or replacing brand names with something less obvious and more innocuous.

Generally, it's best to present and put together a project that is safe and closely monitored than something that can produce negative backlash towards the community, talents and/or the parent company. While we all understand the need to NOT limit our creativity, it doesn't mean it's a pass to produce a project that ignores these things. Be mindful and considerate - our goal is to have fun, yes - but not at the expense of putting harm or negativity towards anyone (whether it's the audience, community, talent or parent company).

PROMO SETUP

Project is almost complete and now we are looking to start teasing and creating hype? Here are a couple of things to outline mainly for TWITTER. Note this will also be tailored to your project's needs. If you are looking to do something more elaborate for your project when it comes to this promotional phase - PLAN ACCORDINGLY to allow enough time and refinement.

For **CONTRIBUTORS**:

- Clarify to your contributors WHEN they can start teasing their works.
- Usage of tags for twitter, often recommended to utilise the official art tags and to create a specific tag for the project if its a birthday, milestone, etc
- Crop of their drawing/illustration/writer contribution to only show a SNEAK PEAK of their submission: 600 x 335
- Inclusion of the twitter account where the project will be released

For **TWITTER MANAGERS**:

- OK to @ the talent
- Project reveal message

- Link(s) to the project
 - Usage of the official tags + fan created tag
 - Include visual previews of the project to entice people
-

ACCESSIBILITY

Ensuring to create accessible documents helps to benefit all audiences by providing visual information in a non-visual format. Information should be clear, direct, easy to understand and usable by a wide audience, including people with disabilities and those who use a variety of devices, software and hardware.

NOTE - the formatting for these documents is dependent on the type of project you are running.

ie: used images or physical objects that need to be described vs text that should be formatted differently.

I have also included a separate document with further considerations and accessible document structures which you may find within the [Resources](#) section.

VISION DEFICIENCIES

Another point you may want to consider is those with photosensitivity or who may have vision deficiencies. We can't ever fully accommodate everyone but we can always do our best to ensure inclusivity. *This information/resource was kindly provided by Lambdadelta (@slambdadelta). Thank you!*

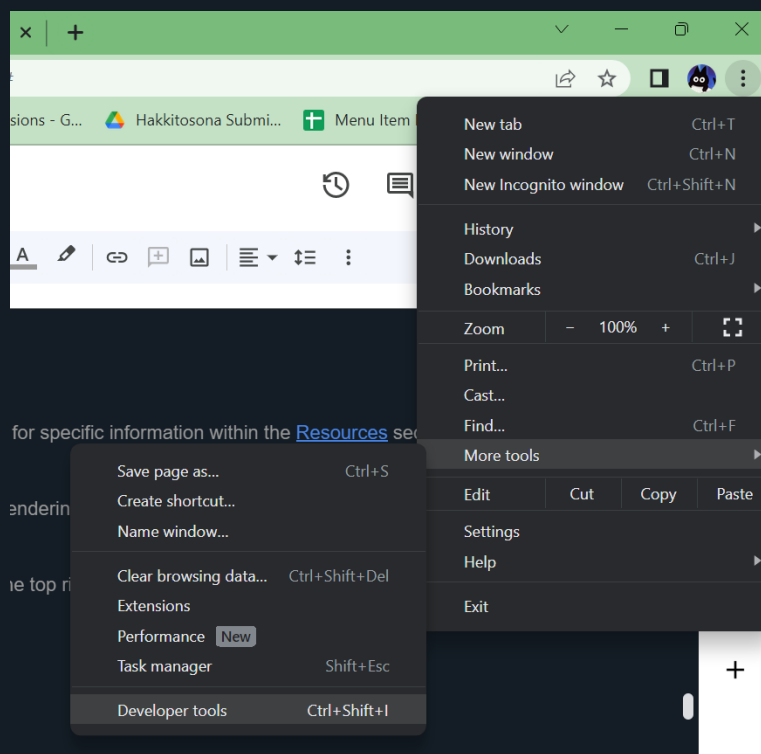
Google Chrome and Microsoft Edge come with built-in accessibility features and tools that are meant to help you browse with your needs in mind. What's useful regarding this is that they also include tools within DevTools that you can use to help with accessibility testing to emulate the following vision deficiencies which you may find helpful to format your text:

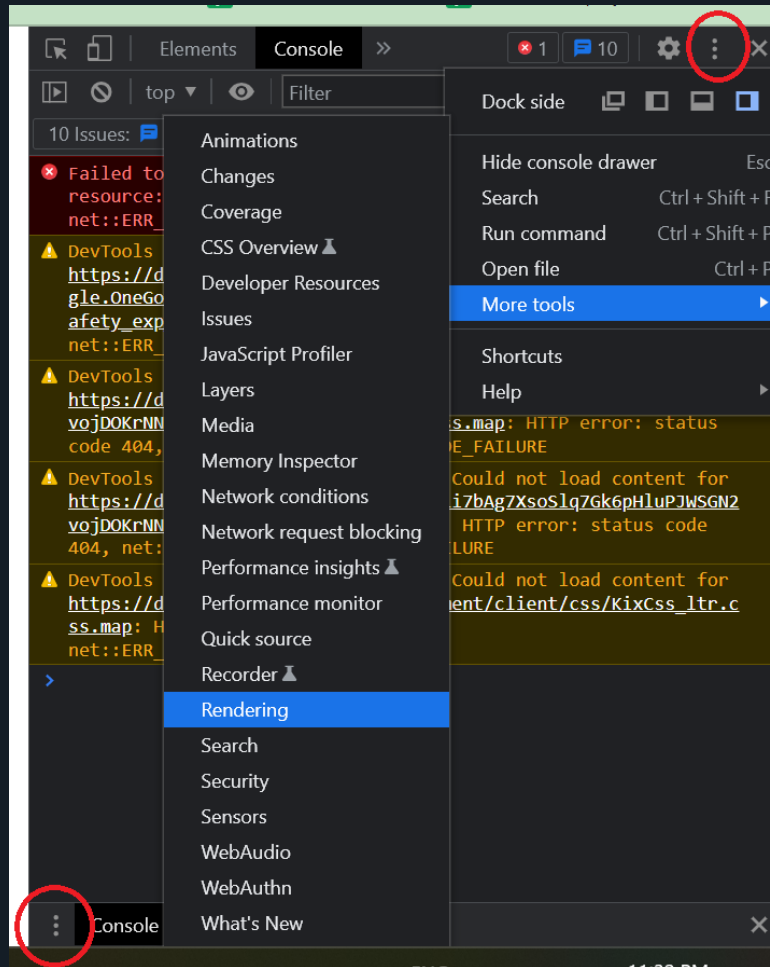
- Blurred vision - users who have difficulty on focusing on finer details
- Reduced/Low contrast
- Protanopia (no red)
- Tritanopia (no blue)
- Deuteranopia (no green)
- Achromatopsia (no color)

You can find and do a bit more in depth reading for specific information within the [Resources](#) section offered by Microsoft Edge and Chrome.

Below are steps outlined to help you access the "Rendering" tool for vision deficiency emulation located in the DevTools within **Chrome/Edge**:

1. Access by clicking on the three dots in the top right menu in order to access “MORE TOOLS” and then to “Developer Tools”. The shortcut is the same for both browsers: **CTRL+SHIFT+I**
2. From there, it will open the DevTools on the right-hand side. You have several ways of accessing the “Rendering” tool:
 - a. Click on the three dots next to the gear button at the top of the console, hover on “MORE TOOLS” and you should be able to see “RENDERING”.
 - b. For quicker access, at the bottom of the console, there are also three dots (Chrome; It appears as a “+” sign for Edge) - you can also access “RENDERING” through there as well.
3. From there, you should be able to see a section titled “EMULATE VISION DEFICIENCIES”.





TIPS + TRICKS FOR PROJECT MANAGEMENT/LEADING

Some advice/feedback from those who have managed/led projects to pass onto you to consider or keep in mind for when you are hearing the PM/lead hat. *Thank you Potato (@Kate_Yuriko) for the advice/feedback!*

- Regardless of how much one can plan for the project - nothing is perfect and life happens. Make sure to always have a backup plan or plans B/C/D... Contingencies are important to consider so that you or your team are not left to panic or stress about x thing.

(i.e Assigned writer to an artist but the writer dropped out due to x reason, do you have another writer in the log who is able to take up this artist?)

- Prepare to answer the same questions - even if they have already been answered before. Some people may have missed it. Also consider that English is not everyone's first language and that some of our brains' are sometimes wired differently!
- Schedule and add in buffer dates! Especially for non-submission tasks/deliverables such as PDF editing, video editing or mixing. Some things which were drafted in the outline may not always fit into your plans as you start working on them and may need adjustment to resolve/figure out. By adding in this buffer, you are still staying on track to release the project on time without delays or stress.
- While buffer dates are helpful to ease out the plan - it doesn't mean the team should be lax throughout the project whether its deadlines for submissions or anything else which was set to be done by a certain period. Always maintain a good rapport by checking in and ensuring we all stay respectful to our project's deadlines ensures the project's successful completion and delivery.

Being too lenient on deadlines and providing endless extensions will cause delays and not help to contribute to the project's delivery on time. Friendly reminder, you are the MANAGER/LEAD - remember that your role is to guide the team towards the goal.

- Consider project roles you are hiring/recruiting for and the skills/capacities/software needed or required to complete the task you have in mind.

In particular for video editing: Consider what software you are using for the project and the skill of the editor you have in the role(s). Some softwares and editors have different capabilities of what they can apply to the project. Some things can be out of an editor's range depending on their skills and knowledge. ASK THEM! It's okay - it's better to know what they are able to do and what they aren't. Never overestimate.

(i.e an editor could know the basics of only After Effects and nothing else. Meanwhile, a different editor may use a different software and has better knowledge which leads to them having more effects/filters at their disposal.)

TEMPLATES

[1] SUMMARY/OUTLINE TEMPLATE

The basic summary is sorted into a table to outline the timeline and scope of the project. This table can be redefined and should be customized according to your projects' needs.

PROJECT NAME	Name of the project		
START DATE	MM/DD/YYYY		
DELIVERY DATE	MM/DD/YYYY		
PROJECT DESCRIPTION/INFO	Outline what this project is about. Write key details of the project (including all relevant info = scope, milestones, timeline/deadlines, total budget, activities)		
TEAM	Write who is responsible for which following components/activity/targets. You can find further information of what roles further within this document.		
OBJECTIVES/TARGETS	Outline and provide context for your team and targets such as outcomes, outputs, activities.		
RESOURCES NEEDED	Outline and define exactly what it is you need to complete the above objectives.		
DELIVERABLES + SCHEDULE / TASKS	Define and provide action items to accomplish the objectives along with resources outlined above.		
	TASK A	MM/DD/YY	☐
	TASK B	MM/DD/YY	☐
	TASK C	MM/DD/YY	☐
NOTES	Any additional key information to provide.		

[2] SUMMARY/OUTLINE TEMPLATE

Based on the HAKKAFE MENU PROJECT.

PROJECT INFO	Outline of the project and what it is about.
PROPOSED TIMELINE AND DEADLINE	Define general objectives and their timelines. Can also add in tasks to help accomplish said objectives.
CONCEPT/IDEAS	Insert a couple of images/moodboard for your concept to help participants/team to visualize your project.
SUBMISSION DETAILS	ARTIST • Submit your work as [dimensions in px; example: 500x500] 1:1 aspect ratio, 300dpi file must be .png to avoid artifacting (pixelated and low-res) • File Name: Name_Art_xx.png (i.e JB_Art_xx.png)
	PHOTOGRAPHER • Must be .png, minimum of [dimensions in px, example 500x500]. 1:1 aspect ratio (It's not necessary but please avoid submitting images that are too small to fit, for resizing purposes.) • File Name: Name_Photo_xx.png (i.e JB_Photo_xx.png)
	WRITER • Must be .txt or .docx and ## words max • File Name: Name_Writer_xx.txt (i.e JB_Writer_xx.txt)

[3] SUBMISSIONS TEMPLATES

NOTE: This below template is a very general, barebones one as most projects will require to be customized to your project's needs. This is what you can use as a template for your contributors to use to standardize all submissions being received and to help classify.

GENERAL TEMPLATE	Type of Submission: [ART/PHOTO/WRITING/AUDIO] Name: [PARTICIPANT'S NAME] Social Media: [TWITTER HANDLE] File Link: [SHARED GOOGLE DRIVE LINK]
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	Message: [Include word/character limit, any restrictions on usage of special characters]
ARTIST	What you need to consider for submission requirements: • Dimension of submission in px • DPI requirement? Typically 300 dpi is the benchmark. • Aspect ratio? • What type of file format? (PNG usually to avoid artifacting meaning pixelated and low-res) • How to submit it? Typically google drive shared link EXAMPLE • Submit your work as 500x500 1:1 aspect ratio, 300dpi file must be .png to avoid artifacting (pixelated and low-res) • File Name: Name_Art_xx.png (i.e JB_Art_xx.png)
PHOTOGRAPHER	What you need to consider for submission requirements: • Dimension of submission in px • File size - minimum/maximum • What type of file format? • How to submit it? Typically google drive shared link EXAMPLE • Must be .png, minimum of 500x500. 1:1 aspect ratio (It's not necessary but please avoid submitting images that are too small to fit, for resizing purposes.) • File Name: Name_Photo_xx.png (i.e JB_Photo_xx.png)
WRITER	What you need to consider for submission requirements: • Language requirement - mainly English • Word/character limits • Writing liberties (is there a specific theme, how much is allowed for incorporating fantasy elements, etc?) • Any other key details to help writers • File format? • How to submit it? Typically google drive shared link EXAMPLE • Must be .txt or .docx and 50 words max • File Name: Name_Writer_xx.txt (i.e JB_Writer_xx.txt)

AUDIO	What you need to consider for submission requirements: • What type of file format (.wav / .mp4) • Length of recording? • Equipment? • File size - minimum/maximum • Any key details to provide to those recording to follow • How to submit it? Typically google drive shared link EXAMPLE • Submit your work as .wav or .mp4 • File Name: Name_Audio_xx.wav (i.e JB_Audio_xx.wav)
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RESOURCES

A compilation of useful resources to help your project move along:

GENERAL PROJECT MANAGEMENT	
<u>DISCORD TIMESTAMP</u>	Use this to share in your project announcements so that the participants' timezones will be automatically converted into their timezone accordingly.
<u>CONVERT TIMEZONE</u>	Use this to help convert timezones.
GOOGLE FORMS/SPREADSHEET	NOTE - You will need a google account to be able to have access to this resource as an app. Useful for creating a masterlist with relevant pre-filled information from your project's participants who are applying for your project. Once a form has been filled, you are able to retrieve it in a google spreadsheet that is already compiled! Recommended for keeping track of all your participants and easy to credit back the submissions accordingly. Can also be used to receive your submissions. This is also subject to personalization depending on your project's scope of work but here are general questions to request/enter in for data entry purposes: • Participant's name (how they want to be credited on the project)

	• Their discord handle (discord and twitter are usually the main point of contact) • Their twitter handle or other social media • Participant's timezone (helps in coordinating times to contact) • Their role in the project (artist, writer, photographer, etc) • Any other relevant key information that will help to keep track about the participant (language, method of communication preferred, their submission idea, etc)
<u>GANTT CHART TEMPLATE</u>	Use this blank template to help create your timeline of deliverables and to track your project's progress. Note that this needs to be tailored to your project's needs.
<u>SHORT URL</u>	Use this to help shorten your links when you feel they are just LOOONG!
<u>TRELLO</u>	Use this as another alternative visual tool to help manage your project, workflow or task tracking. You can also add files and create checklists. Also has tool/app integration like Google drive, etc. Great for overall project organisation: • Project management - Keep tasks in order, deadlines on track and everyone aligned. • Task management - Track, manage and bring tasks all in 1 place to help organize. • Brainstorming - Keep ideas visible, collaborative and actionable. • Resource Hub - Save time with a well-designed hub that helps everyone find information easily and quickly.
<u>MIRO</u>	Can also be used as an alternative visual platform for project management and communication. Works like a "whiteboard" that helps to do a variety of tasks that involve collaboration.
WEBSITE BUILDING, HOSTING	
<u>WIX</u>	Use this to help host your project on a website that is a free, user-friendly, website building platform. Keep in mind that WIX has storage limits which means you may need to pay an amount to upgrade and increase it. If you also are considering a customized URL link, you will also need to pay to do so. The widget that allows for hosting your PDF will be SimpleBooklet. Kindly note that it is important that you ensure the widget does NOT surpass the boundary lines within the editor or else they will not show up properly on the actual published site. Consider optimizing your website to be mobile-friendly and that it

	can be viewed in all resolutions. The standard is normally 1920 x 1080 as it is the one of the most popular monitor resolutions that people have.
CARRD	Use this to build a one-page website. It's similar to Squarespace or Wordpress. Can be used for personal promotions or to create a landing page. Carrd is <i>mainly</i> free to use. NOTE - HTML and embed are paid features. Difference between Wix and Carrd: • If you're looking to build something more sophisticated - Wix is the better choice. • Carrd is a relatively simple website builder where you can build quickly and easily.
ACCESSIBILITY	
ACCESSIBILITY	NOTE - the formatting for these documents is dependent on the type of project you are running. Linked here is a couple of examples of accessibility documents: >>> Hakkafe Birthday Project 2023 - Accessibility Menu >>> Banzoin Hakka Birthday Project 2023 ACCESSIBLE FORMAT ACCESSIBILITY GUIDE, CONSIDERATIONS AND DOCUMENT STRUCTURE AND INSTRUCTIONS FOR ALT TEXT WRITERS • Accessibility Doc - DARK MODE • Accessibility Doc - LIGHT MODE MICROSOFT EDGE ACCESSIBILITY RESOURCES • Resources for accessibility testing compiled by Microsoft • Edge's accessibility-testing features • Emulating vision deficiencies • General information on accessibility CHROME ACCESSIBILITY RESOURCES • Emulating vision deficiencies • General shortcuts to access DevTools
ART / VISUAL	
MAGMA BOARD	Use this if you want to start/set up a collaborative art platform. Also known as "AGGIE.IO".
KUDOBOARD	Use this if you are looking for an online appreciation tool that replaces the greeting card that's passed around and signed.

	Allows images and gifs alongside the text. Note that this resource requires money to allow multiple messages and is not a free resource.
CANVA	Use this to help put together your PDF or project. Very user-friendly to use. Canva is a free-to-use online graphic design tool. Use it to create social media posts, presentations, posters, videos, logos and more.
GOOGLE SLIDES	NOTE - You will need a google account to be able to have access to this resource as an app. Use this to help provide visuals or to help illustrate a storyboard if your project requires one such as games or MVs. Note that this resource differs from jamboard and is meant more for PRESENTATIONS as it does not allow viewers to interact.
GOOGLE JAMBOARD	NOTE - You will need a google account to be able to have access to this resource as an app. Use this to provide visuals or draft a storyboard if required for a project; It is a digital whiteboard - similar to Miro tool where you can sketch out ideas, or draw collaboratively. These boards can then be saved as a PDF as a whole or as individual images of specific frames. Keep in mind that Jamboard is unable to apply hyperlinks, audio or video unlike Google Slides.
AUDIO / SOUND	
MV PROJECT GUIDELINE	Includes what roles to hire for, a timeline (broken down into phases), considerations for accessibility and the same resources listed below: • DARK MODE - MV Project Guideline/Framework • LIGHT MODE - MV Project Guideline/Framework
AUDACITY	Use this as a software tool that is free and open-source digital audio editor and for recording. For PC.
DOVA SYNDROME	Use this for free BGM, apps, games, video and audio productions.
MUSICBOX MANIACS	Use this to create music box music with this music creator. It is an online music box melody editor with MIDI import and export.
BANDLAB	Use this as a program if you are a mobile user to help record your audio. Available for APPLE + Google Play.

<u>PIXABAY</u>	Use this for royalty-free SFX, images, videos, audio and other media in your projects.
<u>SOUNDEFFECT LAB</u>	Use this for free sound effects which are available for download. Note this website is mainly offered in JP but you can download the file for EN.
ADVERTISING SUPPORT	
CHEERING AD PROJECT GUIDELINE	This guide aims to help fan communities plan, organize, and execute a successful support advertisement campaign for a Hololive/Holostars talent. Please note this is based on personal experience, this guide covers key steps from platform research to fundraising, team coordination, and ad creation. • <u>DARK MODE - Cheering Ad Guideline</u>

PROJECT ROLES

A couple of project roles are going to be listed down below. Note that not all projects may require such roles depending again on your project's scope. Some things just make more sense to define to understand what you already have on hand as a resource when evaluating man power, skill and experience to handle a project. This also helps in crediting/assignment of roles accordingly.

PROJECT ROLE	DEFINITION / SCOPE OF THEIR TASK / WHAT DO THEY DO?
PROJECT MANAGER	Responsible for coordinating the project, focusing on the bigger picture regarding the project's deadlines, schedule management, and providing daily updates. Basically - project-centric. Both project lead and manager roles are usually closely linked.
PROJECT LEAD	This is the person responsible for overall success and vision of the project, manages the project by guiding team members and making sure the project is finished. Basically - people-centric. Both project lead and manager roles are usually closely linked.
SUBMISSIONS MANAGER	Responsible for reviewing submissions, classifying it accordingly into the appropriate locations (into a submissions folder clearly labelled or into a spreadsheet depending on your needs). Should be aware of the submission requirements outlined and ensure no copyright subject/information was submitted.

GENERAL MANAGEMENT	Responsible for general management tasks/responsibilities such as communicating with participants, answering/responding to any questions/feedback, posting announcements and general housekeeping (verifying forms are filled correctly, cross-checking information/submissions).
GRAPHICS DESIGNER	Responsible for creating graphics to be used for the project's PDF or website such as "decorations"/stickers.
LAYOUT DESIGNER	Responsible for handling the design and assembling the project's PDF based on the project's needs.
WEB DESIGNER	Responsible for designing the website's appearance for the project based on its needs.
TWITTER MANAGEMENT	Responsible for the twitter account associated with the project, if any is used - will handle to tweet out for information such as announcement, recruitment, promotion or the reveal.
TWITTER ILLUSTRATOR	Responsible for creating any illustrations required for the twitter account mentioned above if needed. These do not need to be too elaborate.
COVER ARTIST	Responsible for creating the main cover of your project if required. Supplying them crucial details such as timeframe, concept/vision, any particular art style (that you are aware the artist is able to provide).
TRANSLATOR	Responsible for translating and proofreading texts from ENGLISH to the language(s) required by your projects' needs. Can help to correspond with participants whose first language is other than ENGLISH.
ACCESSIBILITY	Responsible for ensuring to create accessible document(s) for all audiences across a variety of device, software. Typically will compile information into an accessible document to provide any visual information in a non-visual format. NOTE - the formatting for these documents is dependent on the type of project you are running. Here are subroles that fall under this main role: ● DOCUMENTATION: Creates and formats the main document to be shared once the project is released. ● SUPPORT: Assists in any tasks where related (help to set up document, paste in visuals, writing if any) ● CONTRIBUTOR (ALT-TEXT WRITER): Tasked with writing concise and clear descriptions of the visuals shown in your project.
VIDEO EDITOR	Responsible for assembling and editing multimedia into one

	cohesive piece. They can combine graphics, art, video and sound. The main role is to video edit for the final production.
MIXER / AUDIO EDITOR	Responsible for manipulating and editing audio in order to improve the quality of the recording(s), to remove unwanted noise or sounds, and/or to change the length/pitch of an audio clip.

CREDITS

CONTRIBUTOR	CONTRIBUTION(S)
Lambdadelta (@slambdadelta)	• Accessibility resources (DevTool within Chrome) • Dova Syndrome • Carrd
Potato (@Kate_Yuriko)	• Bandlab • Pixabay • Miro • Soundeffect Lab • Google slides/jamboard • Tips and tricks/advice for PM/leading • Information on video editing • Video editor, mixer/audio editor project roles • Submission requirements/details to request for audio files