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COMMUNICATION SAMPLES

Project Partner Session Communication and Report for a School Residency (Redacted to Protect Privacy)

Boston Lyric Opera's Create-Your-Own-Opera Program | Friday, February 16th, 2024

- Email:

BLO Session Four Report

Hey [REDACTED]

Happy LAST DAY before break! You made it! Today's session was great- I love seeing them work things out.

[Attached is today's session report.](#)

Some questions for you from the report:

- Set and Props: [REDACTED] is there a time that we could chat before the next session (either via email or I could come a few moments early during student arrival) about ideas for props and such? That cardboard stache is SUCH a win- I have a cardboard collection, too!
- -Characters:
 - We will need some narrators: maybe 3?
 - We will need some siblings, as many as we need
 - We will need a Ruby, but since we did such a good job with the back and forth, I was thinking of the idea of a small group of Ruby and her friends. What do you think about character assignments? You know their strengths best.

Have a great week and see you soon!

Best,

Julia Whitten

Resident Teaching Artist

she/her/they/them ([What's this?](#))

Boston Lyric Opera

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- When collaborating with busy professionals in a long term residency format, I use my experience as a stage manager to send detailed session reports with action items both in the report, and in the email itself. This way, it lessens the "information overload", but still provides a format where in depth information can be shared. The following documents I created for this communication surrounding an arts integration and literacy project are linked below:

- [Session Report](#)
- [Libretto Link](#)