



# MUS 474 - Checklist

## Entrepreneurship in Music/Senior Project

**Checklist:** This is a list of all of the elements that should be included in the completed portfolio and due at the time of the Exit Interview.

### 1. Portfolio (three-ring binder).

- \_\_\_\_\_ Sample cover letter
- \_\_\_\_\_ Resume
- \_\_\_\_\_ CV (curriculum vitae)
- \_\_\_\_\_ Biography
- \_\_\_\_\_ Business card
- \_\_\_\_\_ Photo
- \_\_\_\_\_ List of references with contact information
- \_\_\_\_\_ Three letters of reference
- \_\_\_\_\_ CD, DVD or other representative media in a folder.

### Portfolio additional items.

- \_\_\_\_\_ Examples of creative activities. This may include music or video clips of performances, compositions, recordings, etc.
- \_\_\_\_\_ Copies of recital programs
- \_\_\_\_\_ Award certificates
- \_\_\_\_\_ Letters of commendations
- \_\_\_\_\_ Other evidence that support the claims in the resume and CV

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### 2. Website.

- \_\_\_\_\_ Domain name
- \_\_\_\_\_ Hosting site
- \_\_\_\_\_ Public release

### 3. Senior project.

- \_\_\_\_\_ Project proposal
- \_\_\_\_\_ Project evaluation
- \_\_\_\_\_ Project media

### 4. Three-to-five year plan

- \_\_\_\_\_ professional agenda with aims and goals.

### 5. Apply to graduate school or professional work situation.

- \_\_\_\_\_ Application correspondence
- \_\_\_\_\_ Other evidence

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6. Other Items.

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