

Date	Time In	Time Out	Hours	Projects/Accomplishments
2/1/22	10:00	12:30	2 h 30 m	Met everyone; assisted Teresa with Eventbrite issue and ticketing problems
2/3/22	10:00	12:30	2 h 30 m	Fixed Eventbrite issues for La Cabaret Rouge, formed a list of schools and their phone numbers for each school in the spartanburg, union and cherokee school districts.
2/4/22	11:00	4:00	5 hours	Created an excel document in order to call each school in Spartanburg, Union and Cherokee County to inform them of a gift that ballet spartanburg would be emailing them (video of wizard of oz ballet performance)
2/8/22	10:00	12:30	2 h 30 m	Wrote down ticket numbers for records using eventbrite and email list. Reviewed and edited a grant that will be submitted in the near future. Hung up La Cabaret Rouge posters at Converse University.
2/10/22	10:00	12:30	2 h 30 m	Wrote down ticket numbers and names for La Cabaret Rouge records using eventbrite and email list. Updated 2022 Ballet Summer Camp word document and google drive form
2/11/22	11:30	4:00	4 h 30 m	Ballet Spartanburg Website - Updated and put the Summer 2022 Dance Classes/Camps on the website.
				Chapman Cultural Center Website - Put the Summer 2022 Dance Classes/Camps on the calendar.
2/15/22	10:00	12:30	2 h 30 m	Updated website, made a qr code, payment link, and register link
2/17/22	10:00	12:30	2 h 30 m	Did not go in - Teresa was sick. Did work from home - went around spartanburg and hung up posters
2/18/22	11:00	4:00	5 hours	Counted programs, removed inserts, went through 2021 bank rec's and matched the deposits up
2/22/22	10:00	1:00	3 hours	Listened in on conversation in order to handle a dispute with IRS. Organized newspaper clippings and other mentionings to be able to put into scrapbooks. Created an Excel document for La Cabaret Rouge ticketing purposes.
2/24/22	10:00	12:30	2 h 30 m	Zoom meeting with Spartanburg County Foundations (SCF) 2022 Grant Opportunities. Found Sponsors/Donors/Season Members files from 2015-2021
2/25/22	11:00	4:00	5 hours	Created an excel document to input sponsor, donor, and season membership information from 2015-2021. Did this in order to create a contact list for future needs and put them in on a new system.
3/1/22	10:00	12:30	2 h 30 m	Continued putting sponsor, donor and season membership information into Excel document
3/3/22	10:00	12:30	2 h 30 m	Ran errands - picked up snack items provided by Blue Moon and snack boxes provided by the Flock Shop in order to prepare complimentary snacks for the La Cabaret Rouge guests. Observed dress rehearsal for L.C.R.

3/4/22	11:00	8:00	9 hours	Set up for La Cabaret Rouge all day. Worked the event that night, met volunteers, met guests and donors/sponsors/season members.
3/8/22	10:00	12:30	2 h 30 m	Ran errands - took item back to Blue Moon that they provided for us. Worked on the Excel document
3/10/22	10:00	12:30	2 h 30 m	Worked on excel document, put new class on website
3/11/22	11:00	4:00	5 hours	Worked on excel document, put stickers up on door for ballet students to take as part of a fundraiser, took ballet flyers to Hub City Bookstore.
3/15/22	10:00	12:30	2 h 30 m	Formulated and sent emails out to ballet attendees, worked on Excel document
3/17/22	10:00	12:30	2 h 30 m	Organized scrapbooks, shredded papers, worked on Excel document
			69 HOURS	
3/24/22	10:00	12:30	2 h 30 m	Worked on Excel Document
3/25/22	11:00	4:00	5 hours	Set up for An Evening with Carlos Agudelo (polished silver, decorated tables, organized wine glasses
3/29/22	10:00	12:30	2 h 30 m	Learned how to use QuickBooks, worked on Excel Document
3/31/22	10:00	12:30	2 h 30 m	Overviewed the Ballet Spartanburg website in order to see what all needed to be updated. Wrote that information down and executed the plan.
4/1/22	11:00	4:00	5 hours	Hung up posters around Spartanburg for A Midsummer Night's Dream
4/4 - 4/8			SPRING BREAK	
4/12/22	10:00	12:30	2 h 30 m	Retrieved AMND bookmarks from mail room, counted them out and delivered them to Spartanburg Library
4/14/22	10:00	12:30	2 h 30 m	Went shopping to get materials for A Midsummer Night's Dream merchandise to be sold in the front lobby.
4/19/22	10:00	12:30	2 h 30 m	Used materials bought to assemble fairy dust jar necklaces
4/21/22	10:00	12:30	2 h 30 m	Printed out flyers to hand out for AMND, cut them, delivered them
4/22/22	11:00	3:30	4 h 30 m	Set up for A Midsummer Nights Dream ballet performance
4/23/22	3:00	4:00	1 hour	Attended AMND
4/28/22	10:00	12:30	2 h 30 m	Printed out and copied flyers for Ballet Spartanburg summer dance camps, cut them, delivered them to church schools around Spartanburg
4/29/22	11:00	5:30	6 h 30 m	Set up for a fundraiser at Bucko Brandt's home
5/5/22	10:00	12:30	2 h 30 m	Worked on Database Excel Document
5/6/22	11:00	3:00	4 hours	Worked on Database Excel Document
5/12/22	10:00	2:00	4 hours	Worked on final documentation for internship, took mail to the mailroom

		129 HOURS	
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