

## Artistic / Planning Periods

The **Artistic / Planning Periods** program area allows you to block off time for artists, events, projects or general availability. These periods appear in the OPAS **Calendar** and can be incorporated into reports to help better plan seasons and manage time conflicts. Periods can be used to show:

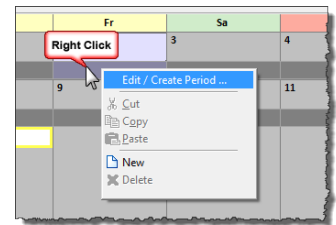
- Conductor and soloist availability
- Potential tours, festivals or other projects
- Hall 'black-out' or other cycles that impact your schedule and planning

Create a new Artistic Period

Right-click the dark grey border in the **Calendar** and choose **Edit / Create Period**.

Click the **New** icon and fill in the pertinent details for this item.

Each Artistic / Planning Period must have at least a **Name**, a **Start Date** and an **End Date**. It is a good idea to **color-code** each period you create so they are easier to differentiate on **Calendar** screens.



Form for creating a new Artistic Period:

Name: Northern Virginia Int'l Film & Music Festival      Name 2:

Day Text:

Date 1: 04/21/2016      Date 2: 04/30/2016

Color selection:

Fill in as many other details as are appropriate for this entry.

Detailed form for the 'Hold for American Music Festival' entry:

Name: Hold for American Music Festival      Name 2:

Code: U.S. FEST     

Text: Week-long festival of American music; programs TBD

Date 1: 10/08/2012 (Mo)      Date 2: 10/18/2012 (Th)

Project: Festifal      Project Text:

Address: Memorial Auditorium,      Address Text: Plus smaller venues for chamber

Conductor:       Conductor Text: Moody; Falletta (TBC)

Program: To feature Joan Tower commission  
Copland: Tenderland  
Bernstein: Large-scale work TBD

Soloist:       Instrument:

Soloist Text: Watts, McDuffie, Hahn      Instrument Text:

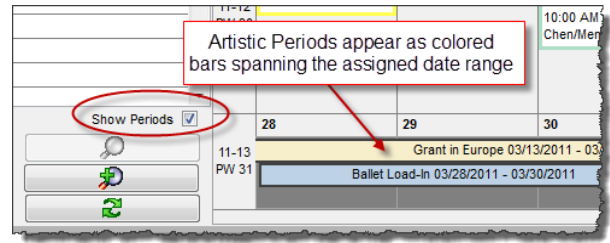
Notes: 3 orchestra concerts; 2-5 chamber/solo depending upon artist & hall availability

If the period concerns a specific **artist**, he/she can be placed in the appropriate **Conductor** or **Soloist** drop-down fields.

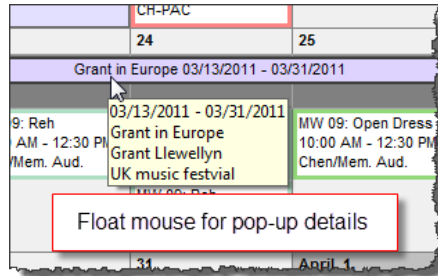
Fill in any other details including **Notes**, **Checklist** items and/or linked **Documents**.

Artistic / Planning Periods in the Calendar

**Artistic / Planning Periods** can be seen in the **Calendar** by clicking the **Show Periods** box at the lower left of the navigation panel. Periods will display in whatever color they have been assigned, spanning the appropriate date range.

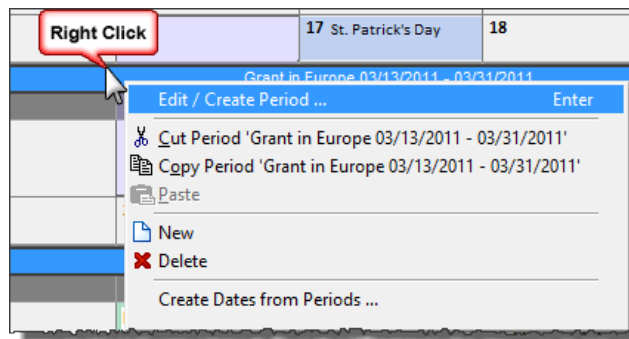


The **Name** of the Artistic Period appears in the bar - float the mouse cursor over any portion of the bar to see the details of that period pop up:



**Double-click** any bar to open the item in the **Artistic / Planning Periods** area.

**Right-click** on any Artistic Period bar to see a context menu. The options on this menu allow you to **cut/copy/paste** the period (Artistic Periods do not drag-and-drop), **create** a new period or **delete** an existing one. Clicking Edit/Create will open the item in the **Artistic / Planning Periods** area.



Viewing Periods in Reports

Any schedule report can be adapted to incorporate entries from the **Periods** area. Contact Technical support for more details and to request periods be added to your custom calendars

Turning Periods into Events

An **Artistic Period** can be turned into individual events to populate the **Calendar**. See the associated how-to guide for instructions

Notes

**Artistic Periods** do not have any inherent functionality in OPAS and are designed for information purposes when scheduling, and for inclusion in reports. As such...

- **Periods** are not linked to **Projects** like **Dates** are and you can easily change the Project for a Period
- **Periods** do not prevent you from scheduling activities. For example, no warning will appear if you schedule an event for a conductor that overlaps a time he/she has blocked off for a period.
- **Periods** do not appear in **Performance History** screens for conductors or soloists