

To-do-Liste		Internship: Celina-Marie Kuehne, 08/2022 - 05/2023 (AHS / AGS Senior Internship) Project: Kuehne Photo - Create your business (Business development / Marketing / Practical Trainings (Fotoshoots, Classes/ Workshops)				Stand: 12/13/2022 (1 Semester)	
✓	Date	To Do	date due	What was done	from - to or time used (clocked hrs)	✓	Confirmed on / by: (Signature/ Initial)
✓	08/15 - 08/21	Introduction to Internship, Task Planning, Organisation,	09/21/2022		1	✓	Matthias Kuehne (CEO Matthias W. Kuehne Consulting LLC) Claudia Bernhard-Scott (Mentor)
✓	08/22 - 08/28	- Account Setup / Clock Setup via Square to count work time etc. - Create a Logo for your business	08/28/2022	- Clock in/-out created in Square App - Logo ready and confirmed	2	✓	Claudia Bernhard-Scott (Mentor)
SEPTEMBER '22							
✓	08/29 - 09/04	Create a Flyer/Ad in Black & White for the Ballet Folklorico Show booklet - 8.5 x 5.5, vertical format - printable in B/W, no bleed, - Main information about Services, - primary HS related pictures	09/05/2022	- Flyer created - photos selected, changed to b/w, cropped & placed, - discussed product & made changes for final version - online recherche for printing options - sent to Ms Masters (AHS)	3	✓	Andrea Kuehne (o/b Kuehne Photo) 09/05/2022
✓		<i>Fotoshoot / Editing / Social Media publishing - Fall / September</i>	09/05/2022	Fotoshoot @ Maifield Park photos edited + published on FB+Insta	2	✓	Andrea Kuehne (o/b Kuehne Photo) 09/05/2022
☐		Business Analyse Review & analyze the market, define your product portfolio / niche, What do you want to do ? Create a list about: - define goals and customers - How can you find customers - how do you reach these interested parties as potential customers? - Why I/we? (what is your unique point?)	09/18/2022		1	☑	Claudia Bernhard-Scott
✓	09/05 - 09/18	Create a Flyer/Ad in Color for the Fall/ Halloween Season - 8.5 x 5.5 (or 6 x 4 postcard), landscape format - printable in color, no bleed, - Main information about Services (Focus on Fantasy/Season/Experimental) - Pictures from Fantasy galery	09/18/2022		2	✓	Andrea Kuehne (o/b Kuehne Photo) 09/16/2022
☐	09.11.2022 4:00PM - 6:00PM	Class: Photography II (1) ASOP Austin School of Photography http://austinphotoschool.com/courses.htm	09/11/2022		2	☑	Andrew Shapiro (ASOP) 09/11/2022
☐		Equipment - What do I have / What do I need? - Create a list of you'r current equipment + add what you think you would need (incl costs to expect)			1	☑	
☐	09.18.2022 4:00PM - 6:00PM	Class: Photography II (2) ASOP Austin School of Photography http://austinphotoschool.com/courses.htm	09/18/2022		2	☑	Andrew Shapiro (ASOP) 09/18/2022
☐		Homework Assignments for Photography 2			1	☑	
☐	09.25.2022 4:00PM - 6:00PM	Class: Photography II (3) ASOP Austin School of Photography http://austinphotoschool.com/courses.htm	09/25/2022		2	☑	Andrew Shapiro (ASOP) 09/25/2022

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<input type="checkbox"/>		Fotoshoot / Editing / Social Media publishing - Halloween Season	09/30/2022	Halloween photoshoot -Still lifes	1	<input checked="" type="checkbox"/>	Kara Holtman (Rebellious Love Photography, Leander) 09/
OKTOBER '22							
<input type="checkbox"/>		Homework Assignments for Photography 3			1	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	10.02.2022 4:00PM - 6:00PM	Class: Photography II (4) ASOP Austin School pf Photography http://austinphotoschool.com/courses.htm	10/02/2022		2	<input checked="" type="checkbox"/>	Andrew Shapiro (ASOP) 10/02/2022
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>		Homework Assignments for Photography 4			1	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	10.09.2022 4:00PM - 6:00PM	Class: Photography II (5) ASOP Austin School pf Photography http://austinphotoschool.com/courses.htm	10/09/2022		2	<input checked="" type="checkbox"/>	Andrew Shapiro (ASOP) 10/09/2022
<input type="checkbox"/>		Workshop "Dia de los Muertos @ Candice Ghai Photography	10/15/2022		3	<input checked="" type="checkbox"/>	Candice Ghai 10/15/2022
<input type="checkbox"/>		Homework Assignments for Photography 5			1	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	10.16.2022 4:00PM - 6:00PM	Class: Photography II (6) ASOP Austin School pf Photography http://austinphotoschool.com/courses.htm	10/16/2022		2	<input checked="" type="checkbox"/>	Andrew Shapiro (ASOP) 10/16/2022
<input type="checkbox"/>		Fotoshoot / Editing / Social Media publishing - Halloween - Sarah Boehme		Halloween photoshoot - Steampunk theme, Vampire, Gothic - Editing and background change - Sending to customer via Drive	2	<input checked="" type="checkbox"/>	Andrea Kuehne (Kuehne-photo)
<input type="checkbox"/>		Fotoshoot / Editing / Social Media publishing - Halloween - Rabia Combs		Halloween photoshoot - Steampunk theme, Vampire, Gothic - Editing and background change - Sending to customer via Drive	2	<input checked="" type="checkbox"/>	Andrea Kuehne (Kuehne-photo)
<input type="checkbox"/>		Fotoshoot / Editing / Social Media publishing - Thanksgiving	10/31/2022		1	<input checked="" type="checkbox"/>	
NOVEMBER '22							
<input type="checkbox"/>		Dia de los Muertos - Creative Shooting	11/01/2022	- Studio photoshoot incl scene & light setup - Makeup, Modeling - Editing & Social Media postings"	2	<input checked="" type="checkbox"/>	Andrea Kuehne (Kuehne-Photo)
<input type="checkbox"/>		Fall Fotoshoot - Outdoor	11/20/2022	- Outdoor photos	1	<input checked="" type="checkbox"/>	Andrea Kuehne (Kuehne-Photo)
<input type="checkbox"/>		Social Media Post / Flyer Christmas	11/27/2022	Created Flyer + Online posting	1	<input checked="" type="checkbox"/>	Andrea Kuehne (Kuehne-Photo)
<input type="checkbox"/>		Fotoshoot / Editing / Social Media publishing - Christmas / New Year	11/30/2022	Christmas photoshoot - Studio photoshoot incl scene & light setup - creative Christmas portraits - Editing & Social Media postings	3	<input checked="" type="checkbox"/>	Andrea Kuehne (Kuehne-Photo)
DEZEMBER '22							

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<input type="checkbox"/>		Photo Contests - which Contests are planned in the next time / which categories - select photos - registration for ATPI + Scholastic	12/04/2022		1	<input checked="" type="checkbox"/>	Mauri Sparks (AHS Yearbook)
<input type="checkbox"/>		Photo Contests Upload photos for Scholastic via Mauri Sparks (AHS) -> Deadline 12/09/2022!!!	12/09/2022		1	<input checked="" type="checkbox"/>	Mauri Sparks (AHS Yearbook)
<input type="checkbox"/>		Fotoshoot Selfie Galleries, Austin (Domain)		Creative photoshoot, - Winter photos for Januar publishing, - Social Media pictures, - Senior pictures Celina-Marie	2	<input checked="" type="checkbox"/>	
<input type="checkbox"/>		FINAL 1st Semester - Slideshow Creation	12/19/2022		3	<input checked="" type="checkbox"/>	
<input type="checkbox"/>		FINAL 1st Semester - Project Presentation			1	<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
	JANUAR '23					<input type="checkbox"/>	
<input type="checkbox"/>		Fotoshoot / Editing / Social Media publishing - Valentines day (02/14)				<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>		IN PLANNING (no date set up) Fotography / Project Assistance / Mixed Media Photography (combining Photography, fashion, theatre, art, dramatic backgrounds + styles)				<input type="checkbox"/>	Darla Teagarden (Darla Teagarden, ATX)
	FEBRUARY '23					<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	

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<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>		<i>Fotoshoot / Editing / Social Media publishing - Spring Season</i>				<input type="checkbox"/>	
MARCH '23							
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>		<i>Fotoshoot / Editing / Social Media publishing - Easter (Easter Monday: 4/10)</i>	04/09/2022			<input type="checkbox"/>	
APRIL '23							
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>		<i>Fotoshoot / Editing / Social Media publishing - Chinco de Mayo + Mothers Day (5/14/2023)</i>				<input type="checkbox"/>	
MAI '23							
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	

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<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>		<i>Fotoshoot / Editing / Social Media publishing - Graduation / End of School (5/25 last day)</i>				<input type="checkbox"/>	
<input type="checkbox"/>						<input type="checkbox"/>	
<input type="checkbox"/>	JUNE '23	END OF INTERNSHIP			52	<input type="checkbox"/>	