

**Columbia Art Guild  
Project or Event Proposal**

Project/Event Name: \_\_\_\_\_ Date First Proposed: \_\_\_\_\_

Project/Event Director: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of man-hours needed: \_\_\_\_\_ Who is supplying the man-hours: \_\_\_\_\_

Concept and Goal (what are we doing and why are we doing it?): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will artwork be shown?  No  Yes List Artists: \_\_\_\_\_

**Dates and Times:**

	Date		Date		Time		Time
Setup:						To	
Duration:		To				To	
Cleanup:						To	

Location: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Venue Requirements: \_\_\_\_\_

<b>Target Audience (who will benefit?)</b>			
<b>People who want to <u>do</u> art:</b>		<b>People who want to <u>view</u> or <u>buy</u> art:</b>	
<input type="checkbox"/>	Guild members	<input type="checkbox"/>	other artists
<input type="checkbox"/>	potential Guild members	<input type="checkbox"/>	general public
<input type="checkbox"/>	professional artists	<input type="checkbox"/>	upscale audience
<input type="checkbox"/>	hobbyists	<input type="checkbox"/>	Columbia County
<input type="checkbox"/>	general public	<input type="checkbox"/>	outside Columbia County
<input type="checkbox"/>	kids	<input type="checkbox"/>	other, please list
<input type="checkbox"/>	other, please list		
<b>Age (kid friendly?)</b>		<b>How many:</b>	
<input type="checkbox"/>	kids - age 16 or younger	<input type="checkbox"/>	1 - 10
<input type="checkbox"/>	young adults - age 16 - 20	<input type="checkbox"/>	10 - 20
<input type="checkbox"/>	adults	<input type="checkbox"/>	20 - 50
<input type="checkbox"/>	alcohol - must be over 21	<input type="checkbox"/>	50 - 100
<input type="checkbox"/>		<input type="checkbox"/>	100+ (parking needed?)
<b>How will the event be advertised?</b>			
<input type="checkbox"/>	print (brochures/flyers/posters)		
<input type="checkbox"/>	social media		
<input type="checkbox"/>	email		
<input type="checkbox"/>	website		
<input type="checkbox"/>	press release/newspaper		
<input type="checkbox"/>	calendar of events in newspaper		
<input type="checkbox"/>	please list other advertising		

# Checklist and Estimated Budget

(Please total or ask the Guild for the Excel spreadsheet file)

## Expense (list **all** costs)

- \$ \_\_\_\_\_ venue rental
- \$ \_\_\_\_\_ print (brochures/flyers/posters)
- \$ \_\_\_\_\_ other advertising
- \$ \_\_\_\_\_ food and drink
- \$ \_\_\_\_\_ table and chair rental
- \$ \_\_\_\_\_ sound system rental
- \$ \_\_\_\_\_ music/entertainment
- \$ \_\_\_\_\_ liability insurance
- \$ \_\_\_\_\_ OLCC license
- \$ \_\_\_\_\_ supplies and materials
- \$ \_\_\_\_\_ credit card expense
- \$ \_\_\_\_\_ cost of raffle items
- \$ \_\_\_\_\_ cost of prizes
- \$ \_\_\_\_\_ cost of auction items
- \$ \_\_\_\_\_
- \$ \_\_\_\_\_
- \$ \_\_\_\_\_
- \$ \_\_\_\_\_
- \$ \_\_\_\_\_ **Total**

## Revenue/Funding Sources

- \$ \_\_\_\_\_ cash donations
- \$ \_\_\_\_\_ grants
- \$ \_\_\_\_\_ funds from Guild reserve
- \$ \_\_\_\_\_ sponsorships
- \$ \_\_\_\_\_ ticket sales
- \$ \_\_\_\_\_ silent auction
- \$ \_\_\_\_\_ raffle tickets
- \$ \_\_\_\_\_ token sales
- \$ \_\_\_\_\_ art show entry fees
- \$ \_\_\_\_\_ 20% for use of credit card
- \$ \_\_\_\_\_ commissions on sales of art
- \$ \_\_\_\_\_
- \$ \_\_\_\_\_
- \$ \_\_\_\_\_
- \$ \_\_\_\_\_
- \$ \_\_\_\_\_ **Total Revenue**

## Board Approval

Date Presented to Board: \_\_\_\_\_

(Please give proposal to board one month before board meeting to give board time to review)

Date Voted on By Board: \_\_\_\_\_

Approved?  Yes  No \_\_\_\_\_

Approved with Revisions – list revisions \_\_\_\_\_

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## After Project or Event Summary

What can we learn from this project or event so we can improve our next project or event?

### Financial Summary

Attach a spreadsheet of detailed results if necessary or asked by board

Actual Expenses: \$ \_\_\_\_\_

Actual Revenue: \$ \_\_\_\_\_

Profit or Loss: \$ \_\_\_\_\_

### General Summary

Revised estimate of man-hours needed \_\_\_\_\_

Did date and time work well?  Yes  No (please explain) \_\_\_\_\_

What were the pluses and minuses of the venue? \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_

How well did the advertising work? \_\_\_\_\_

Number of art entries: \_\_\_\_\_

Number of art pieces sold: \_\_\_\_\_

Amount earned on commissions: \_\_\_\_\_

What worked well? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What could be improved? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What should we not do next time? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



COLUMBIA ARTS GUILD

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