Art Installation

Project: Mural, 3 local artist options, fall timeframe

1. Partners: *Who are the key stakeholders to involve in planning?*
   - ☐ _____
   - ☐ _____
   - ☐ _____
   - ☐ _____
   - ☐ _____
   - ☐ _____
   - ☐ _____
   - ☐ _____

2. Funding Resources: *List any known grants or groups*
   - ☐ _____
   - ☐ _____
   - ☐ _____
   - ☐ _____
   - ☐ _____
   - ☐ _____
   - ☐ _____
   - ☐ _____

3. Budget *(see Budget worksheet):* Total Budget: $_____

4. Audience: _____
   Describe your target audience and their possible motivations to attend

5. Timeline: *use Moving Parts Cards to help structure your timeline: put them in the most logical order*

Major Considerations

6. Permits *(brainstorm the permits you will need):* _____ _____ _____

7. Advertising and Outreach (*see Sharekit Template*); other potential communities: _____ _____ _____ _____

8. Marketing Timeline: *fill out using sharekit template as a guide*

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9. Contacts:

10. Postings:

11. ***Day Of Checklist: Generate your own event-specific list based on the Sample Checklist***
   - ☐ _____
   - ☐ _____
   - ☐ _____
   - ☐ _____
   - ☐ _____
   - ☐ _____
   - ☐ _____
   - ☐ _____

Notes:_____
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_____

Placemaking Event

Project: Makers' Fair, 30 Vendors, 2 days, Fall

1. Partners: *Who are the key stakeholders to involve in planning?*

☐ _____   ☐ _____
☐ _____   ☐ _____
☐ _____   ☐ _____
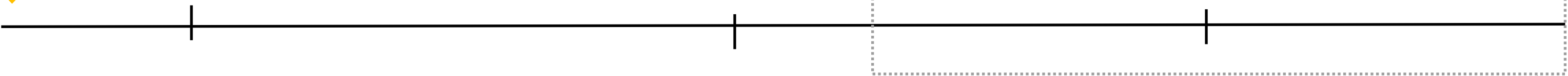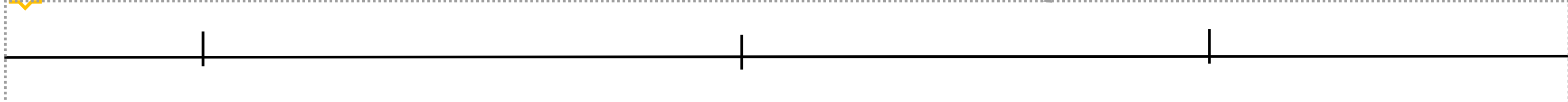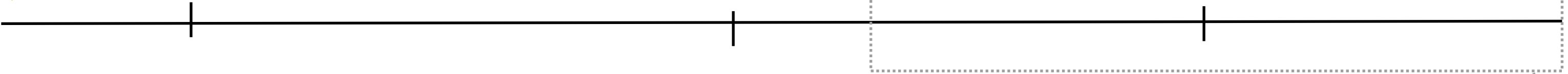☐ _____   ☐ _____

2. Funding Resources: *List any known grants or groups*

☐ _____   ☐ _____
☐ _____   ☐ _____
☐ _____   ☐ _____
☐ _____   ☐ _____

3. Budget *(see Budget worksheet):* Total Budget: $ _____

4. Audience: _____
Describe your target audience and their possible motivations to attend

5. Timeline: *use Moving Parts Cards to help structure your timeline: put them in the most logical order*

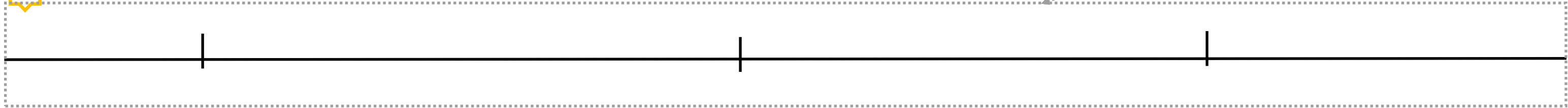**Major Considerations**

6. Permits *(brainstorm the permits you will need):* _____ _____ _____

7. Advertising and Outreach (*see Sharekit Template*); other potential communities: _____ _____ _____ _____

8. Marketing Timeline: *fill out using sharekit template as a guide*

9. Contacts:

10. Postings:

11. ***Day Of Checklist: Generate your own event-specific list based on the Sample Checklist***

☐ _____   ☐ _____
☐ _____   ☐ _____
☐ _____   ☐ _____
☐ _____

Notes:_____
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_____
_____

Programming Vacant Space

Project: Vacant lot, pocket park, mixed-use area

1. Partners: *Who are the key stakeholders to involve in planning?*

   ☐ _____   ☐ _____
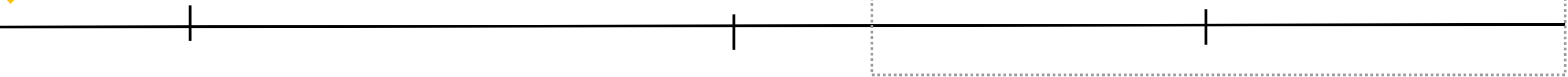   ☐ _____   ☐ _____
   ☐ _____   ☐ _____
   ☐ _____   ☐ _____

2. Funding Resources: *List any known grants or groups*

   ☐ _____   ☐ _____
   ☐ _____   ☐ _____
   ☐ _____   ☐ _____
   ☐ _____   ☐ _____

3. Budget *(see Budget worksheet):* Total Budget: $_____

4. Audience: _____
   Describe your target audience and their possible motivations to attend

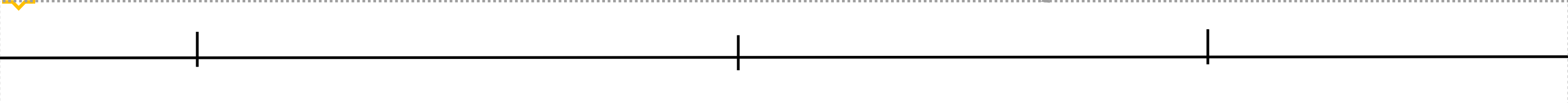5. Timeline: *use Moving Parts Cards to help structure your timeline: put them in the most logical order*

Major Considerations

6. Permits *(brainstorm the permits you will need):* _____ _____ _____

7. Advertising and Outreach *(see Sharekit Template)*; other potential communities: _____ _____ _____ _____

8. Marketing Timeline: *fill out using sharekit template as a guide*

9. Contacts:

10. Postings:

11. **Day Of Checklist: Generate your own event-specific list based on the Sample Checklist**

   ☐ _____   ☐ _____
   ☐ _____   ☐ _____
   ☐ _____   ☐ _____
   ☐ _____

Notes:_____
_____
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