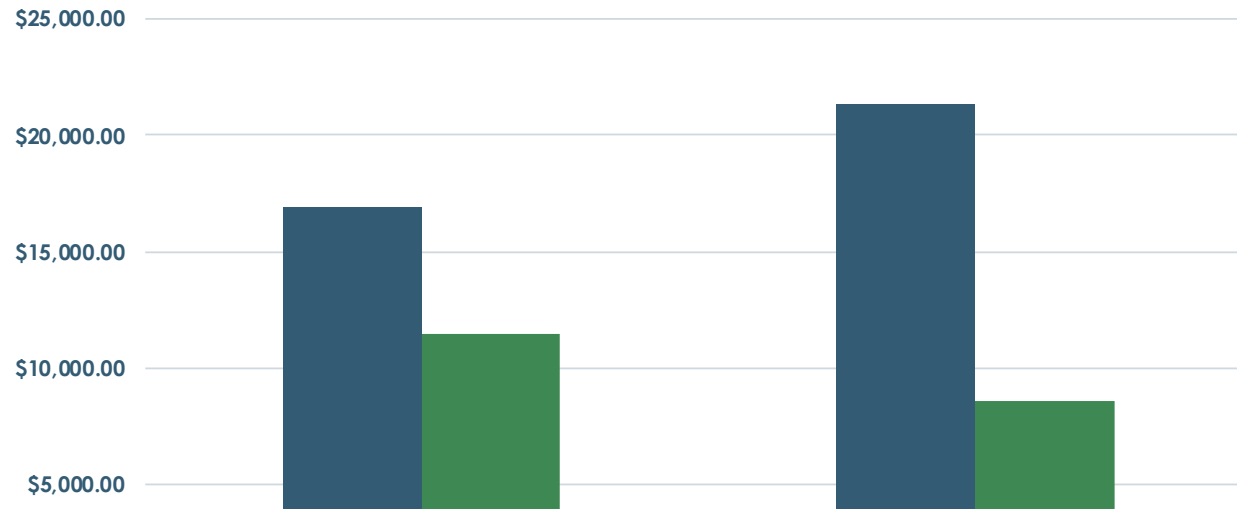


	ESTIMATED	ACTUAL
TOTAL REVENUE	\$16,900.00	\$21,350.00
TOTAL EXPENSES	\$11,480.00	\$8,583.00
TOTAL PROFIT (OR LOSS)	\$5,420.00	\$12,767.00





# Expenses

	ESTIMATED	ACTUAL
<b>Total Expenses</b>	<b>\$11,480.00</b>	<b>\$8,583.00</b>

SITE	ESTIMATED	ACTUAL
Donated Outdoor Space in RiNo	\$0.00	\$0.00
80' of Crowd control fencing - provided by RiNo	\$0.00	\$0.00
Trash bins - provided by Rino	\$0.00	\$0.00
Tables and chairs (provided by RiNo)	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

MURAL ARTIST	ESTIMATED	ACTUAL
Call for Artist via RiNo Art Board (donated by RiNo)	\$0.00	\$0.00
Artist Contract /Lawyer (donated support)	\$0.00	\$0.00
Mural Design - Artist Payment	\$2,300.00	\$2,300.00
Stencil supplies (donated by RiNo)	\$500.00	\$0.00
Studio space - donated by RiNo Studios on Blake	\$0.00	\$0.00
<b>Total</b>	<b>\$2,800.00</b>	<b>\$2,300.00</b>

PUBLICITY	ESTIMATED	ACTUAL
Graphics work	\$200.00	\$200.00
Photocopying/Printing	\$300.00	\$300.00
Email	\$500.00	\$500.00
<b>Total</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>

WEBSITE	ESTIMATED	ACTUAL
Pre-Registration Form - provided by RiNo	\$0.00	\$0.00
Promotional Copy - provided by RiNo	\$0.00	\$0.00
Volunteer communications - provided by RiNo	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

INFRASTRUCTURE / TRANSPORTATION	ESTIMATED	ACTUAL
2 20' Shade Tents (Switched to existing covered location in ArtPark)	\$0.00	\$0.00
15' X 4' Flats in 3' sections on large caster wheels (\$4/sqft)	\$360.00	\$360.00
Rental Box truck to transport walls	\$300.00	\$300.00
Studio space / storage - Donated by RiNo	\$0.00	\$0.00
Transport Staff and gratuity	\$450.00	\$450.00
<b>Total</b>	<b>\$1,110.00</b>	<b>\$1,110.00</b>

Category	Estimated	Actual
Mural paint by numbers map - digital	\$0.00	\$0.00
Paint, Sealer, and Paint Brushes (donated by Paint Denver)	\$0.00	\$0.00
Paper Cups	\$100.00	\$100.00
30 gals of Water and rinse buckets (switched to 20 1quart containers)	\$70.00	\$70.00
Painters Rags (resourced by requesting participants bring their own)	\$100.00	\$0.00
<b>Total</b>	<b>\$270.00</b>	<b>\$170.00</b>

Category	Estimated	Actual
Event Planners (less hours needed, offset by RiNo staff)	\$6,000.00	\$4,000.00
RiNo Art Week Sticker - provided by RiNo	\$0.00	\$0.00
Volunteer RiNo Canvas Bag	\$300.00	\$3.00
<b>Total</b>	<b>\$6,300.00</b>	<b>\$4,003.00</b>

	ESTIMATED	ACTUAL
<b>Total Income</b>	<b>\$16,900.00</b>	<b>\$21,350.00</b>

**Participant Donations / Registration Fee**

ESTIMATED	ACTUAL		ESTIMATED	ACTUAL
100	120	Adults @ \$10.00	\$1,000.00	\$1,200.00
50	40	Children @ \$5.00	\$250.00	\$200.00
70	100	Suggested donation from other sources @ \$10.00	\$700.00	\$1,000.00
			<b>\$1,950.00</b>	<b>\$2,400.00</b>

**RiNo Artist Grants**

ESTIMATED	ACTUAL		ESTIMATED	ACTUAL
2500	2450			
		Call for Artist	\$200.00	\$200.00
		Artist Contract	\$500.00	\$500.00
		Artist Payment	\$1,750.00	\$1,750.00
			<b>\$2,450.00</b>	<b>\$2,450.00</b>

**Colorado Arts Grants**

ESTIMATED	ACTUAL		ESTIMATED	ACTUAL
5000	5000	Colorado Arts Partnership Grand (CCI)	\$3,500.00	\$3,500.00
7000	7000	Denver Public Art - Urban Arts Fund	\$7,000.00	\$7,000.00
			\$0.00	\$0.00
			<b>\$10,500.00</b>	<b>\$10,500.00</b>

**Corporate Sponsors**

ESTIMATED	ACTUAL		ESTIMATED	ACTUAL
500	2000	Paint Denver	\$500.00	\$2,000.00
500	500	Bryan Shchiff	\$500.00	\$500.00
500	2000	Blake 27 Urban Brownstones	\$500.00	\$2,000.00
500	1500	High School Fund Raising Drives	\$500.00	\$1,500.00
			<b>\$2,000.00</b>	<b>\$6,000.00</b>

# RiNo Community Mural Event Plan

EVENT TITLE	RiNo Community Mural "pop-up" Event during RiNo Art Week		
EVENT ORGANIZER	Bea Halstead		
VENUE / LOCATION	RiNo ArtPark - 1900 35th St, Denver, CO 80216		
EVENT START DATE & TIME	Saturday, September 9th, 2023 at 9:00am MST	EVENT END DATE & TIME	Saturday September 9th, 2023 at 5:00pm
ADDITIONAL INFO	RiNo Staff, Event Staff, Volunteer Staff, Participants		

## Key Dates - Critical Path

Date	TOPIC	Assigned to
February	Sponsorships confirmed, event details and budget finalized	Team Captain
March	Call for Artist submissions, Fundraising Copy and Design, Grant drafts	Program Admins, Creative Committee
April	Artist and Venue Contracts - Tent rentals, Wall construction, Studio space, Transportation Paint supplier	Program Admins
May	Marketing plan, Day of Activities Plan, Event Website, Pre-Registration Form	Creative Committee
June	Promotion, Signage design, Artist selection, Call for Volunteers - registration, Transportation for walls, Studio space	Program Admins and Creative Committee, Operations
July	Wall construction and mural outline painting, Painting supplies ordered, Volunteers meeting, Budget check-in	Operations Liasons, Program Admins, Treasury
August	Day of Agenda shared, Participant kits assembled, Pre-registration confirmations, Promotions, Swag, Tents	Team Captain, Creative Committee, Program Admins
September	All hands meeting, Volunteer training, Production Schedule, Event Day, Post event logistics	All Hands

## Event Checklist

CHECKLIST ITEMS
<input checked="" type="checkbox"/> Venue location
<input type="checkbox"/> Grants awarded and Sponsorships confirmed
<input type="checkbox"/> Tent/Table/Chairs rental vendor
<input type="checkbox"/> Mural Design / Local Artist submissions
<input type="checkbox"/> Volunteers secured
<input type="checkbox"/> Wall Constructed / Transportation secured
<input type="checkbox"/> Mural Stencil - Studio Space
<input type="checkbox"/> Painting supplies for participants, Swag
<input type="checkbox"/> Pre-Registration meets minimum criteria
<input type="checkbox"/> Survey your attendees
<input type="checkbox"/> Recap with Sponsors

## Event Categories

CATEGORY	TYPE	ASSIGNED TO	SUB-TOTALS
Site	Expense	Bea Halstead	\$0.00
Infrastructure / Transportation	Expense	Bea Halstead	\$1,110.00
Mural Artist	Expense	TBD	\$2,300.00
Paint supplies	Expense	Bron Peterson	\$170.00
Publicity	Expense	Tia Allen	\$1,000.00
Event staff	Expense	Kalle Persson	\$4,003.00
Website	Expense	Kalle Persson	\$0.00

## Key Contacts

NAME	PHONE #	EMAIL	WEBSITE
Bea Halstead			
Bron Peterson			
Kalle Persson			
Tia Allen			
Mural Artist - TBD			
Budget Truck rental			
Colorado Creative Industries (CCI)			
Denver Public Art			

NAME	PHONE #	EMAIL	WEBSITE
Party Time Rental			
Manual HS POC			
Rise Up! HS POC			
RiNo POC			
Paint Denver			
Bryan Shchiff			
The Ramble Hotel POC			
Blake 27 POC			



<b>Day of Event Timeline</b>		<b>Event Name: RiNo Community Mural</b>	<b>Team Leader:</b>
<b>Day</b>	<b>Time</b>	<b>Activity</b>	<b>Responsible</b>
<b>7-Sep</b>			
	11:00am	Meet RiNo Art Festival POC for Infastructure meeting	Bea Halstead
	11:30am	Debrief Event Ops team on Loading Area and share map of infastructure layout	Bea Halstead
	12:00pm	Party Rental arrive to set up tent structures (2hrs)	Party Rental
	4:00pm	Party Rental Staff confirm cleared area/ tents are secured	Party Rental
	4:30pm	RiNo POC confirms crowd fencing is in place and area is secure from public	Operations Committee
<b>8-Sep</b>	11:00am	RiNo Staff and Festival Volunteer Meeting - 1 Day before Event (2hrs)	Bea Halstead
	12:30pm	RS Volunteers assigned to Community Mural will debrief on infascruture plan	Operations Staff
	1:30pm	RS Volunteers set up tables, chairs and crowd fencing according to maps provided (2hrs)	Operations Staff
	4:30pm	RiNo POC confirms crowd fencing is in place and area is secure from public	Operations Staff
<b>9-Sep</b>	7:00am	Day of Event: Event Staff arrives 2hrs before start time to debrief final adjustments	Operations Staff
	7:30am	Registration and Exit tables get set up, Signage is attached to tent poles, Paint supplies in buckets	Operations Staff
	8:00am	Voluteer staff and artist arrive for debrief and role assignments	Operations Staff
	8:45am	Registration opens for first 9am participants	Operations Staff
	9:00am	First quadrants assigned / braclets signal participant times for photographers	Operations Staff
	9:15am	Registration checking next quadrants participants	Operations Staff
	9:30am	Lead participants with supplies to exit table	Operations Staff
	10:15am	Registration checking next quadrants participants	Operations Staff
	10:30am	Send Crew A on break/ Debrief B, Lead participants with supplies to exit table	Operations Staff

11:45am	Registration checking next quadrants participants	Operations Staff
12:15pm	Lead participants with supplies to exit table	Operations Staff
12:30pm	Send Crew B on Break/ Debrief C, Registration checking next quadrants participants	Operations Staff
12:45pm	Lead participants with supplies to exit table	Operations Staff
1:00pm	Registration checking next quadrants participants	Operations Staff
1:15pm	Lead participants with supplies to exit table	Operations Staff
1:30pm	Registration checking next quadrants participants	Operations Staff
2:00pm	Lead participants with supplies to exit table	Operations Staff
2:15pm	Registration checking next quadrants participants	Operations Staff
2:30pm	Lead participants with supplies to exit table	Operations Staff
3:00pm	Send Crew C on break/ Debrief D, Registration checking next quadrants participants	Operations Staff
3:15pm	Lead participants with supplies to exit table	Operations Staff
3:30pm	Registration checking next quadrants participants	Operations Staff
4:00pm	Lead participants with supplies to exit table	Operations Staff
4:15pm	Registration checking next quadrants participants	Operations Staff
4:30pm	Lead participants with supplies to exit table	Operations Staff
5:00pm	Final Photos of Mural with Artist and Volunteer Staff	Operations Staff
5:30pm	All hands clean up, pack up painting supplies on box truck	Operations Staff
6:00pm	RiNo POC confirms crowd fencing is in place and area is secure from public	Operations Staff
<b>10-Sep</b> 11:00am	Artist confirms paint is dry and begins sealing process (4hrs)	Operations Staff

1:00pm	RiNo Staff Removes Tables and Chairs / Event staff removes Signage	Operations Staff
2:00pm	Crowd fencing is repositioned to allow for public viewing from 10' away	RiNo Staff
4:00pm	Party Tent Rentals Removes Tents (2hrs)	Party Tents



## **Bea Halstead**

Crew A 20 Volunteers - 3 hours / 6 roles

Crew B 20 Volunteers - 3 hours / 6 roles

Crew C 30 Volunteers - 3 hours / 6 roles

Crew D 30 Volunteers - 3 hours / 8 roles

\*These crews will overlap to train each other and relieve one another.