



ART From Ashes inc.

empowering youth through creative expression and personal transformation

1310 west 10th ave • denver co 80204 • 303.837.1550 • artfromashes.org • fb/artfromashes • twitter/artfromashes

EVENT PROCEDURE

SET UP

- Agency Administrator will ensure all items are packed and ready for pick up and that directions and procedures are included.
- Event volunteer will review items and ensure they are on Event Checkout List (sample attached).
- Event volunteer will be responsible to take and communicate the importance of the Activities Form (sample attached).
- Event volunteer will deliver all items to the event and set up the table.

TABLE TIME

Event volunteer will ensure the table always has someone in attendance.

- Volunteers will share information about Art from Ashes and its programs and will be available to answer questions.
- Be sure to monitor and fill out the Activities Form.
- When appropriate, volunteers will solicit support by asking attendees to
 - ▶ subscribe to our online newsletter (text ARTFROMASHES to 22828);
 - ▶ Like our Facebook page;
 - ▶ sign up to be a volunteer;
 - ▶ get information about adult workshops;
 - ▶ give a donation via cash, check (made out to Art from Ashes), or online via ColoradoGives.org or www.paypal.com/fundraiser/charity/73381 (bit.ly/PayPal-AfA).

PRESENTING

Presenters must ensure the table has someone in attendance during the presentation.

- When presenting, ensure you have a basic outline of our history, mission, purpose, vision, values, and most recent (and relevant) statistics. Presenters may also want to include a youth story or the synesthesia prompt.
- Introduce youth; note after the youth presentation that all poems are written in three minutes to indicate how creative genius is innate and wisdom is found in every one of our young people, if we would take time to listen.
- Finish by asking attendees to go to our table in order to
 - ▶ subscribe to our online newsletter (or tell them to text ARTFROMASHES to 22828);
 - ▶ sign up to be a volunteer;
 - ▶ get information about adult workshops;
 - ▶ give a donation.

BREAK DOWN

Ensure the money is counted and someone has it in their possession to return to the office.

- Pack up all items carefully (please note that the banners must be rolled up smoothly and tubed or they crumple and can't be used).
- Refer to the Event Checkout List to ensure everything that came to the event is returned to the agency.
- Complete the Activities Form.

AGENCY CLEAN UP (STAFF)

Ensure the money is counted and documented.

- Unpack and put away all items (please note that the banners must be rolled up smoothly and tubed).
- Refer to the Event Checkout List to ensure everything that went to the event is returned to the agency.
- Document the Activities Form in the database.
- Send out Volunteer Event Survey.
- Send thank you cards for cash and in-kind donations.
- Create report for the Events Team Lead and the Board of Directors.
- Create Event Binder.

To Include In Every Event Binder

- ▶ Activities Form
- ▶ Promotional Materials
- ▶ Financial records and final report
- ▶ Volunteer Surveys

County of audience/participants

"Art from Ashes receives funding from the Science & Cultural Facilities District (SCFD). Since 1989 your tax money has supported art, science and cultural organizations through seven counties with 1/10 of 1% sales tax. Because you voted to give 1¢ of every \$10 to SCFD, agencies like the Denver Zoo, the Butterfly Pavilion and small nonprofits like Art from Ashes continue to do great work in the community. Thank you!"

SCFD wants to know how many people within each county are being touched or inspired by the work of the nonprofits receiving the funding."

Please put a tally mark in the box of the county you currently live in

COUNTY		TOTALS
Adams County		
Arapahoe County		
Boulder County		
Broomfield County		
Douglas County		
Denver County		
Jefferson County		
Other Colorado Counties		
Outside of Colorado		
Outside of USA		
TOTAL		

ART FROM ASHES EVENT/PRESENTATION/CONFERENCE MATERIALS:

Indicate which items below you are taking and initial once the item is returned. When the event is finished, return this checklist to the Executive Assistant with the completed Event Form/SCFD Tracking Sheet.

NAME: _____ DATE: _____ EVENT: _____

DOCUMENTS (one of each)

- Event Instructions/Map (if necessary)
- Activities Form/SCFD Tracking Sheet w/clipboard
- Newsletter Sign-Up Sheet w/clipboard
- Adult Workshop Sign-Up Sheet w/clipboard
- Volunteer Information Sign-Up Sheet w/clipboard
- _____

PROMOTIONAL MATERIALS

- Agency Postcards
- Agency Info Packets
- Sponsorship Info
- Adult Workshop Promo
- Youth Poem Cards
- Promo info on upcoming event/s
- Drop-In Flyers
- First Friday Flyers
- Donation Cards/Cash Receipt Cards
- Prize Entry Cards or Raffle Tickets
- Business Cards
- _____

EVENT ITEMS

- Prize/s for Drawing (list items on back)
- Attendance Clicker
- Glass Bowl for Donations ____ **Returned**
- Cash Tube for Donations ____ **Returned**
- Speakers ____ **Returned**
- iPad/Computer ____ #Taken ____ # **Returned**
- Projector & Speaker ____ **Returned**
- Table(s) ____ #Taken ____ # **Returned**
- Tablecloth(s) ____ #Taken ____ # **Returned**
- Chairs ____ #Taken ____ # **Returned**
- _____
- _____

MATERIALS FOR YOUTH PERFORMANCES

- Copies of Youth Poems
- List of Youth Poets and contact info
- Youth Stipends (cash)
\$_____ Amount Taken \$_____ **Returned**
- Receipt Book ____ **Returned**
- Microphone, Amp, Stand, Cords ____ **Returned**
- _____

SIGNAGE

- Poster sign ____ **Returned**
- Long Banner ____ **Returned**
- Tall Banner ____ **Returned**
- Donation Sign ____ **Returned**
- Placards of Articles ____ #Taken ____ # **Returned**
- Funder Signs ____ #Taken ____ # **Returned**
- _____

PROMOTIONAL MERCHANDISE

- Tattoos/Bowl & Water/Cotton ____ **Returned**
- Poet Pins
- Word Pins
- Play Pins
- AfA Pens
- AfA Chapstick
- Promotional Merchandise for Sale (list items on back)
- _____

FOOD/BEV

- Plastic Cups
- Wine/Wine Glasses
- Dixie Cups
- Coffee/Coffee Cups/Sugar/Cream
- Plates/Napkins/Utensils
- Food/Trays
- _____

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NAME: _____ DATE: _____ EVENT: _____

FOR AUCTIONS

- Auction Sign-In (if used)
- Auction Item List
- Auction Bidding Sheets
- Auction Items (attach bidding sheets)
- Other:* _____
- Other:* _____
- Other:* _____

MATERIALS FOR CONFERENCES

(see Promotional Merchandise for pins/pens)

- Sign-In Sheet: Adult/Youth
- Evaluations: Adult/Youth
- Intellectual Property Use
- Journals/Paper/Pens/Pins
- Poems/Prompts (list items below)
- Other:* _____
- Other:* _____

PROMOTIONAL MERCHANDISE

- Item _____ #Taken _____ # Returned
- Item _____ #Taken _____ # Returned
- Item _____ #Taken _____ # Returned
- Item _____ #Taken _____ # Returned
- Item _____ #Taken _____ # Returned
- Item _____ #Taken _____ # Returned
- Item _____ #Taken _____ # Returned
- Item _____ #Taken _____ # Returned
- Item _____ #Taken _____ # Returned

PRIZE/S FOR DRAWING

- Item _____
- Item _____
- Item _____

POETRY PROMPT MATERIALS

- Item _____ Returned
- Item _____ Returned
- Item _____ Returned
- Item _____ Returned

AUCTION ITEMS (see separate Auction Bidding Sheets)