

Town of Putnam	
Arts Council	
Community Room 112	
Monday, April 10 th , 5:30 PM	
Join Zoom Meeting: https://us06web.zoom.us/j/83929798153?pwd=WUZaVWhRR1RaQmdRL1dxMFVmQStLdz09	
Meeting ID: 839 2979 8153 Passcode: 2Jh332	
1. Roll Call	
2. Approval of Meeting Minutes*	
	i. March 27 th
3. Reporting of Expenditures	
4. New Business	
	i. Fine Arts and Crafts Festival a. New Applications a. Emerging Artists b. Nonprofits b. Jurying Process* c. Entrance Fee d. Budget e. Marketing Strategy f. Exhibitor Guide g. Volunteer Schedule h. Food
5. Old Business	
6. Public Participation	
7. Adjournment*	

*Vote Required

2023 APR - 6 P 4: 53

TOWN CLERK - PUTNAM CT

Putnam Fine Arts & Crafts Festival

Committee	Tasks	Notes
Call for Artists		
David Beth	Call for Art Vendors Content Reply Letters Outreach Jury	Artist groups & individuals
Advertising		
Jamie Laura Beth	Call for Artists Festival Radio Newspaper Signage, Badges Day-Of Social Media Website Logo Flyers	WINY, others? Local, southern MA, RI Facebook, Instagram
Exhibitor Guide		
Beth Karen	Instructions Acceptance Policy Booth Layout Contact Info Tax Info Town Info, Food/Shops	Check in process, hours for set up, hours of Include a map, Artist Name/Artist Media Instructions for CT tax permit
Volunteers		
Laura Karen	Outreach Registration Artist Set Up/ Break Down Parking & Signage Water Drop Off/Misc. Marking Booth Placement	
Town/Accounting		
Carly	Trash Receptacles Insurance Bathrooms Tables, Chairs, Tents Application, Booth, Vendor Fees	
Food		
Karen	Vendors Menus	Main St. Gelato, Kettle Corn
Music		
Julie	Musician Agreement Payment Stage Set-Up	

Volunteer Schedule & Assignments

Date	Time (3 hr shifts)	Tasks	#
6/16/2023 Friday	10:00am - 1:00pm	Spray paint booth placement on lawn Put together artist packets	10

6/17/2023 Saturday	7:00am - 10:00am	Help artists unload, direct parking	20
	10:00am - 1:00pm		
	1:00pm - 3:00pm		
	3:00pm - 6:00pm	Clean up	10

6/18/2023 Sunday	9:00am - 10:00pm		10
	10:00am - 1:00pm		
	1:00pm - 3:00pm		
	3:00pm - 6:00pm	Clean up	10

Help includes:

Answering artists' questions

Watching booths for artists to take bathroom/food breaks

Distributing water bottles

Getting lunches for artists from Renee's Bistro

Directing parking

Putnam Fine Arts & Crafts Festival

2023

Expenses		
Wix	\$	200
CaFe	\$	500
Restroomns	\$	400
Advertising		
WINY	\$	300
Providence Journal	\$	-
Hartford Courant	\$	-
New London Day	\$	800
Worcester T&G	\$	-
Musician	\$	1,200
Printing		
Posters	\$	500
Lawn Signs	\$	-
Decal Stickers	\$	-
Putnam Police Department	\$	800
total		\$ 4,700

Revenue	
Artist Fee	\$ 5,000
Application Fee	\$ 400
Sponsorship	\$ 1,500
Vendor Fee	\$ 400
Chase Graphics Balance	\$ 400
total \$ 7,700	

Revenue - Expenses	\$ 3,000
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