MuralFest Putnam 2025 Committees

For more information or to join a committee, contact:
Elaine Turner eturner245@gmail.com
Linda Colangelo – lindajcolangelo@gmail.com

Executive Board/Administration

Purpose: Assure organization, communication, allocate resources, budget and ensure safe environment. Procure legal counsel to research complex issues, develop MOUs for participating business owners, and minimize liabilities.

Create a Timeline. Work with Treasurer to create a budget. Create needed resources list. Create Committees with Job Descriptions. Train Committee Chair and Co-Chair. Receive check in from Committees and give Feedback. Purchase event Insurance. Create MOU for building owners agreeing to participate in the Muralfest. Set the Date with Town of Putnam and the Walldogs and communicate progress.

Finance

Purpose: Maintain accurate financial records for MuralFest Putnam.

Serve as Treasurer for event. Assist with the creation of the budget. Manage accounts receivables and accounts payable. Ensure that committees are working within established budgets. Seek grant opportunities to support funding objectives.

Food

Purpose: Supply three meals a day for 4-5 days for approx. 200 artists and volunteers.

Utilize local resources, such as churches and civic organizations with meeting halls in close proximity to the work areas. Work within established budget to purchase needed items, secure donations, and plan meals for at least four days.

Breakfast can be continental, grab-and-go breakfast sandwiches or hard-boiled eggs, granola bars, and yogurts. Lunch can be sandwiches and salads. Dinner should be a hot meal.

For more information or to join a committee, contact:
Elaine Turner - eturner245@gmail.com
Linda Colangelo – lindajcolangelo@gmail.com
Please include your name, email, phone, any relevant skills, and if you are interested in a leadership role.

Fundraising and Sponsorship.

Purpose: Raise the established amount determined to support all MuralFest Putnam activities over the course of two years.

Create timeline for fundraising and develop a strategic plan to secure donations. Work with Marketing to develop a fundraising brochure and letter of request. Establish levels of sponsorship to reach goals. Create list of prospective donors and sponsorships opportunities such as Event Sponsor, Mural Sponsor, Food, Transport, Housing, Equipment, Promotional Materials, etc.

Historical

Purpose: Research and compile historical information appropriate for MuralFest Putnam subject matter and share with Executive Board.

Partner with Aspinock Historical Society, the CT Museum of History, Thompson and Killingly Historical Societies, and local educators and residents to compile stories, photographs, and information related to the various events and figures prominent in Putnam's history.

Housing

Purpose: Make housing available to visiting artists, including at campgrounds, hotels, air bnbs, and local residents with extra rooms.

Artists pay their own way except to those local residents offering a room. Contact local hotels and motels for available rooms once date is selected. Try to get rooms blocked off and given a special discounted rate. Seek homeowners willing to open their home to artists and keep a list. Connect artists with homeowners

For more information or to join a committee, contact:
Elaine Turner - eturner245@gmail.com
Linda Colangelo – lindajcolangelo@gmail.com
Please include your name, email, phone, any relevant skills, and if you are interested in a leadership role.

Logistics

Purpose: Ensure a positive experience for event participants, volunteers, and attendees by meticulously planning, organizing, and executing the transportation and storage of all necessary goods and materials.

Ensure that event venues are compliant with federal, state, and local requirements and regulations, and are accessible to all attendees. Plan and coordinate physical setup and teardown of the venues. Find and contract with vendors for needed services.

Marketing and Promotions

Purpose: Promote events, information, planning and implementation utilizing social media, future website, radio, newspaper and community calendars.

Tell the story of MuralFest Putnam from beginning to end. Share information and promote events using traditional and social media platforms. Create news releases on quarterly basis. Develop campaign logo and branding.

Develop MuralFest Putnam website and social media presence. Recruit photographers and videographers to create a progress video from inception to completion of project

Create a brochure describing the event, sponsorship levels.

Create a logo that will be used on promotional materials.

Mural Locations

Purpose: Explore the availability of surfaces on which to paint murals either directly on brick or cement block or create on panels and mount to side of building.

Requirements include a willing building owner, decent masonry and safe structures, no wires within 10 feet of the wall, ability to accommodate scaffolding or ladders, necessary permits and approvals from town building and zoning officials.

Locations may be anywhere within the town of Putnam, East Putnam, and West Putnam with high visibility preferred.

For more information or to join a committee, contact:
Elaine Turner - eturner245@gmail.com
Linda Colangelo – lindajcolangelo@gmail.com
Please include your name, email, phone, any relevant skills, and if you are interested in a leadership role.

Registration and Welcome Bags

Purpose: Receive artist's registration, maintain the list and update regularly, include arrival dates, housing needs, transportation needs, and day of departure. Share information with Housing, Food, and Transportation Committees.

Work with Marketing Committee and local businesses to develop and procure promotional items for Walldog swag bags.

Supplies

Purpose: Work closely with Logistics to ensure the timely procurement and delivery of all necessary equipment, supplies, and materials.

Procure everything necessary from paint, brushes, palettes, trays, rollers, tape, projectors, and extension cords to tables, chairs, napkins, utensils, plates, cups, and trash bags. Deliver supplies to designated locations. Manage inventory of supplies, replenish as needed, and return excess supplies to storage.

Transportation

Purpose: Research available small municipal buses, and residents willing to transport.

Maintain a list of visitors requiring pick up at airports, bus stations, and train stations, and those requiring transportation to and from housing accommodations at the beginning and end of the workday.