



SPARKchecklist! Fill this out and you are guaranteed super stardom!

SPARK _____ Contact Name (s): _____

Contact Email: _____

Contact Phone: _____

SPARK Facebook _____ Login: _____ Password: _____

Twitter _____ Login _____ Password: _____

Cash Sponsorships budgeted or pledged to date: (please list on back) Total cash \$ _____

In-kind: Value of donated goods (supplies, food, etc.) _____ Value of in-kind services (design, sound guy, etc.) _____

Does your SPARK have special sponsorship benefits? _____ Have they been approved by your bobblehead? _____ Please attach! _____

Expenses (can be budget or actual figures. Total should equal Sponsorship, include cash and donated services, please itemize on back)

Rentals: chairs \$ _____ # _____ Vendor: _____ Tents \$ _____ # _____ Vendor: _____

Tables \$ _____ # _____ Vendor: _____ Other \$ _____ # _____ Vendor: _____ Description _____

AV/Equipment: Speakers \$ _____ # _____ Vendor: _____ Projection \$ _____ # _____ Vendor: _____

Stage \$ _____ # _____ Vendor: _____ Other \$ _____ # _____ Vendor: _____ Description _____

Printing: postcards \$ _____ # _____ Vendor: _____ posters\$ _____ # _____ Vendor: _____

Signage \$ _____ # _____ Vendor: _____ Other \$ _____ # _____ Vendor: _____

Do you need a check for a venue or other weekend of the event expense? _____ **Have you submitted a payment request form?** _____

Are any of the above shared with another SPARK? What? _____ **Which SPARK?** _____

Can you share any of the above? What? _____ **When?** _____

Have you arranged for VAE to be billed for above items? Is someone going to be reimbursed? Do you have reimbursement forms?

When is your event(s)? _____

Where is your event(s)? _____

Do you need Volunteers? How many? _____ When do you need them? _____ Special Skills? _____

Do you need? Street access for vehicles loading zone security fire exits Other: _____

Describe set-up/break-down needs and timeline: _____

Branding & Communication Do your print materials have: SPARKcon & VAE Logos General SPARKcon logos Your SPARK sponsor logos list QR code website Have you sent out a press release? Have you reported your events at a general meeting FB/Twitter a buzz?

Are all events in Google calendar? Who is entering calendar information? _____ Email: _____

Call for talent done? Have you released your talent list? Is the talent list on the web-site? Has talent been notified?

Who is the main contact for media inquiries: _____ E-mail: _____ Phone: _____



Sponsors/Donors – Itemized List. Please give a general description of each in-kind donation

Name	Cash or In-kind?	Amount/Value	Description of in-kind donation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Expenses	Total Amount	Donated or purchased?	Description (attach more info if needed)
714 · AV/Technology Services	\$		
717 · Contracted Artist Services	\$		
719 · Other Contracted Services	\$		
815 · Website Hosting	\$		
816 · Postage & Shipping	\$		
818 · Printing & Copying	\$		
881 · Event Facility Rental	\$		
882 · Event Food & Beverage	\$		
884 · Awards to Artists	\$		
885 · Signage	\$		
886 · Materials & Supplies (not office)	\$		
923 · Insurance	\$		
932 · Licenses & Fees	\$		
944 · Volunteer Recognition	\$		
962 · Equipment Rental	\$		
984 · Bank Charges	\$		
986 · Merchant Fees	\$		
000 · Other	\$		

Attached (or you can email them to Sarah@VisualArtExchange.org)
 Sponsorship documents Sponsorship forms Itemized Budget Invoices In-kind donation information Set-up/Breakdown info Talent List Copies of Press Releases