



Art Project Questionnaire

Art Projects are exciting, but if they are not grounded in support, many times they will fail. Before starting/proposing any project, consider these guided questions to support your team.

Questions to Ponder	Thoughts
Will we form a 501C3 umbrella for the event/project or will we work under the umbrella of another established group in the city?	
Have we established a mission statement and name for the group?	
How often will we meet to plan/produce this project/event? Do we have a space designated for meetings?	
Will there be a designated person that will lead the group?	
What is the purpose of this art project/event? Bringing arts to the community? Promote the City? Encourage Economic Growth? Attract Businesses?	
How much will this project/event cost?	
Who will be in charge of the budget for this project/event?	
Do we have access to funds to support this project/event?	
Are we a line item budget group in the City budget? Could we be?	
What groups will need to be invited to support this project?	
Do we have the support of the Mayor, City Administrator, and City Council?	
Are there city services required for this project/event?	

Are there in-kind services that can be provided by the city to lower the cost of this project/event?	
Will we need City Public Works to provide support for this project/event?	
Will we need the support of the Local Police Department to protect the art project/event? Will we install cameras to deter/capture problems that arise?	
Do we need permission from the City, Business Owners, or Park District to use property or change the property in some way?	
Will we need insurance to protect the artwork or visitors to attend the event?	
How will we advertise the project/event?	
Is there someone to create professional materials to promote the project/event?	
Are there funds to advertise the project/event?	
Who will write the press release for the event/project?	
How will we gauge attendance or interaction with your art project/event?	
Will we engage with a photographer to document the project/event?	
Who will be responsible for questions or problems the day(s) of the project/event?	