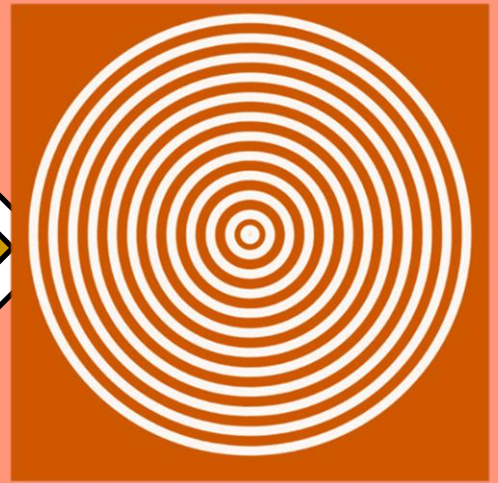


Art Week Des Moines

What you need to do tonight:

- Socialize
- Learn
- Fill out the basic info form: <no commitment yet!>
- Sign up for sched:
- Scan the QR to get started
- Or use this link <https://bit.ly/2W1xH97>



Participating Events Timeline 3/11/20 – 5/15/20



<i>Due Date</i>	<i>Step Description</i>
<input type="checkbox"/> Wed, 3/11/20	1. Attend the 2020 kickoff at Art Terrarium or learn more at artweekdesmoines.com if you can't attend.
<input type="checkbox"/> Wed, 4/8/20	2. Brainstorm your art week event ideas!
<input type="checkbox"/> Sun, 4/12/20	3. Submit "Basic Info Form". No commitment needed yet Link:
<input type="checkbox"/> Thru, 4/16/20	4. Receive Email feedback form art week by 4/16/20 or earlier
<input type="checkbox"/> Sat, 4/18/20	5. Respond to feedback email
<input type="checkbox"/> Mon, 4/20/20	6. Submit "Detailed Event Info Form" and make a commitment. (Link will be sent by email)
<input type="checkbox"/> Fri, 4/24/20	7. Submit Facebook Event Banner photo by email
<input type="checkbox"/> Fri, 5/1/20	9. Submit event copy/Facebook event description by email
<input type="checkbox"/> Tue, 5/5/20	10. 🐱🐱🙌 Submit Promo Plan Form (Link will be sent by email)
<input type="checkbox"/> 5/11/20 – 5/15/20	11. Participating Events post the Facebook event on Mon, 5/11/20 – Fri, 5/15/20
<input type="checkbox"/> 5/11/20 – 6/19/20	12. Participating Events execute the promo plan.

Expectations

1. **Have FUN!**
2. **Respect all your art week collaborators, artists, event guests and community.**
3. **Follow the above timeline and make your deadlines.**
4. **Communicate with your dedicated Art Week Neighborhood Rep for any for questions you may have. Send your rep progress updates.**
5. **Promote Art Week in general on social media and IRL.**
6. **Use the art week tie ins.**
 - a. **Use the Hash tag #ArtWeekDSM2020 for your posts, photos and events**
 - b. **Use the badge where practical on event posters and event banners**
 - c. **Add art week as host on the Facebook Event**
 - d. **Cross Promote other art week events**
 - e. **Promote Art Week Sponsored events**
7. **Post your Facebook event from 5/11/20 – 5-15-20.**
8. **Include at the bottom of your Facebook event description: This event is part of Art Week Des Moines (@ mention Art Week Facebook page), a week-long celebration of local art in Central Iowa.]**
9. **Help build a community of support for Art Week.**
10. **Help Promote Limited Space/Art Week Opening Ceremony.**
11. **Be kind, be inclusive and ask for help when you need it.**
12. **Do your Part !!**