

Street Fair Guide Reference Template Lists



Page	Name	Description
10	Walk & Talk	Data collection worksheet
11	Personality Tests	Descriptions and links to 5 online personality testing tools
12	Example Guidelines	Sample generic guidelines and committee commitment form
13	Example Meeting Schedule	Example of a street fair planning meeting schedule
13	Example Meeting Agenda	Template for sample meeting agenda
14	Example Street Fair Outline	Template to create SF Outline
15	Example Evaluation	Example evaluation form text
16	Example Street Fair Outline	Worksheet to create SF Outline
18	Example Demographics	Worksheet to determine who is target market
18	Link to SWOT	https://en.wikipedia.org/SWOT-analysis
20	Example Basic Budget	Sample worksheet for budget
23	Is it sticky?	Document summarizing Made to Stick by Chip and Dan Heath
23	Planning T & T	Planning tasks listed on a sample timeline
25	Example T & T	Street Fair organizing tasks listed on a sample timeline
25	12 Month Timeline	Annual planning list for coordinators
28	Example Volunteer Application	Volunteer registration form
30	Example Permits	Sample City of Portland possible permits
33	Example Contract	Sample of simple contract for hiring a street fair contractor
35	Example Waiver	Sample Waiver form
35	Example Volunter Information	Example volunteer information packet
35	Example Volunteer Tasks	Day of Fair volunteer tasks and job descriptions
37	Volunteer T & T	Volunteer coordination tasks listed on a sample timeline
39	Example Large Street Fair Budget	Sample of large street budget
39	Reference How to Fundraise	Descriptions & links to online tools & 12-month fundraising cycle
43	Example Sponsor Fact Sheet	Sponsor fact sheet example from Sylvia Allen
44	Example Sponsor Ask Letter	Sponsor ask letter
45	Example In-Kind Sponsor	Sample InKind Sponsor list
45	Example Sponsor Benefits	Sponsor ask letter with benefit opps
47	Example Advertising Opportunities	List of advertising opportunities
50	Example Raffle Promo	Sample Flyer describing raffle promotion
51	Example Contest Poster	Poster sample
52	Fundraising T & T	Fundraising tasks listed on a sample timeline
53	Street Fair Business Marketing	Businesses on street marketing ideas
55	Example Site Plan	Example site plan layout
55	Example Vendor Registration Form	Montavilla Street Fair vendor registration form
55	Link to online vendor registration fo	rhhttps://bambridges.wufoo.com/forms/z1h0ie4j0msg4d/
56	Example Vendor Tracking	Example worksheet for tracking street fair vendors
56	Example Vendor Promo	Sample social media messages for vendors

59	Link to Example Performer Contract	http://www.artsbc.org/resources/for-organizations/events-exhibits- and-workshop-planning/events-and-exhibits-sample-contract-for- booking-an-artist
60	Example MC Script	Sample script for MC from Taste of Parkrose
64	Activities T & T	Activity tasks listed on a sample timeline
65	Example Marketing Plan	3 worksheets showing 1-year, 3-year and 6-year plans
68	Example News Release	Sample news release for Taste of Parkrose
69	Example PR Advisory	From VDA
69	Example Media Contact List	Portland OR media contacts
69	Example VIP Invitation	Sample invitation
72	Sample Adv Schedule	MSF 2010 SF Mktg Plan
73	Example Online Calendar Post	2015 HP Taste of Parkrose
73	Example Email Notices	Emails samples
73	Example Tweets	Sample Twitter messages
74	Example Social Schedule	Example social media contest schedule
80	Marketing T & T	Marketing tasks listed on a sample timeline
82	Example Permit Applications	Example community event street closure application
83	Example No Parking Reminder	Example flyer for Taste of Parkrose 2015
84	Example Benefit Letter	Example benefit letter from Historic Parkrose
84	Example Signature Form	City of Portland signature form for street closure permit
84	Example Support Letter	Example letter of support from Parkrose Business Association
84	Example Signature Form	Street closure signature form example
85	Example Parade Permit Application	42nd Ave Street Fair parade application form
85	Example Fire Performance Permit	Sample of fire performer application
86	Example Noise Permit	Sample noise abatement permit
87	Example Parks Use Application	Sample application for school building use
87	Example Civic Use Application	Sample civic building use application
87	Example Banner Application	Sample banner application packet
88	Example MOU	Memo of understanding between media and fair
88	Example Food Permit Application	Sample application for temporary food service
89	Example Alcohol Application	Sample alcohol permit application
90	Example Certificate of Liability	Sample certificate
91	Example Site Plan	Examples of street fair site plans
92	Example Stage Area Layout	Example activity area layout plans
93	Example Traffic Signs	Barricade examples and procedures
93	Example Directional Signs	Downtown Tigard "Fun This Way" directional signs
95	Example Equipment Layout	Equipment lists by site plan
102	Example Vendor Protocols	Last Thursday artist vendor protocols
107	Example Site Plan	Examples of street fair site plans
108	Example Event Schedule	Last Thursday on Alberta Event Production Book
110	Production T & T	Production tasks listed on a sample timeline