



Young Audiences



## FALL 2010 TIMELINE WORKSHEET

In planning your Run For The Arts project, most dates are left to the discretion of the school. However, coordinators must meet the project closing dates to ensure that your prizes arrive at your school prior to the winter break.

Questions? Contact David Meeseburg at 503-225-5900 ext. 221 OR 360-693-1829 ext. 221

### LETTER OF AGREEMENT

**September 8**

### COORDINATOR MATERIALS DISTRIBUTED:

**Mailed by September 15**

Young Audiences will send the following materials to your school via UPS:

**RFA Sponsor Sheets, planning materials, and sample T-shirts.**

#### SPONSOR SHEETS DISTRIBUTED TO STUDENTS

Date: \_\_\_\_\_

You choose the date. Consider scheduling an artist to "kick-off" your school's Run activities. Call Young Audiences' School Liaison Hotline: (503) 225-5900 ext. 231 or (360) 693-1829 ext. 231.

#### PLEDGE PERIOD **Allow a minimum of two weeks**

Date: \_\_\_\_\_

A school's pledge period begins the day Sponsor Sheets are distributed to students. It ends AT LEAST ONE DAY PRIOR to the school's Run, when the coordinator collects student Sponsor Sheets.

#### COLLECTION OF SPONSOR SHEETS (End of Pledge Period)

Date: \_\_\_\_\_

At least one day prior to the school's Run, the coordinator collects student Sponsor Sheets to prepare for the Run.

#### IN-SCHOOL RUN FOR THE ARTS **October 1 - October 30**

Date: \_\_\_\_\_

Plan an alternate day in case of rain. Sponsor Sheets are returned to students immediately following their Run.

Date: \_\_\_\_\_

(ALTERNATE)

#### COLLECTION OF FUNDS **Allow a minimum of two weekends**

Date: \_\_\_\_\_

Students begin collection immediately following their Run.

#### COORDINATOR'S WRAP UP **Allow 4-5 days**

Date: \_\_\_\_\_

Coordinator collects all funds and Sponsor Sheets at least 4 days prior to when materials need to be returned to Young Audiences. Coordinator needs this time to prepare all materials and final reports.

### RETURN MATERIALS & FUNDS

**Wednesday, November 3**

Coordinators should bring all final materials and funds to Young Audiences' office:

**Hours: 8:30AM to 5:00PM.**

1220 SW Morrison Street, Suite. 900; Portland, OR 97205

**This date ensures that your prizes arrive at your school prior to the winter break.**