



517 West Gaines Street*Tallahassee, FL 32301

Proposal Agreement - Initial where applicable

The Plant is a DIY community gallery, event venue and workspace available to facilitate and develop your ideas. The space may be used to host your event for a minimum donation of \$20.00, as well as a 10% donation of any ticket sales and/or sale of works (Art, CDs, Sculptures...etc.).

Your event must be presented for approval at an Open Meeting (Tuesdays at 6pm) and include the Proposal Agreement and your \$20.00 donation.

Pre-Event - Initial where applicable

The Plant will add your event to The Plant’s event calendar. However, self-promotion is the key to successful events.

The organizer (you) will:

- 1. Create a flyer that includes The Plants address (517 West Gaines Street, Tallahassee, Florida 32301) and share with The Plant
- 2. Advertise your event using social media and traditional methods

_____ (Initial)

If you need assistance with your self-promotion, please address this at your event presentation on Tuesday and put your cell phone number here _____.

The Plant will:

- 1. Add your event to our Facebook page
 - a. Make you the Cohost of event
- 2. Hang your flyer in The Plant’s windows

During Event - Initial where applicable

The organizer (you) will:

- 1. Take photographs for The Plant’s archives and for posting to Facebook and other social media platforms.
- 2. Ensure proper use of The Plant facilities (treated with respect)
- 3. Collect event donations
- 4. Market The Plant (distribute flyers in the community)

_____ (Initial)

The Plant will:

- 1. Ensure building access
- 2. Check for cleanliness before event starts

Post-Event - Initial where applicable

The organizer (you) will:

- 1. Clean event space (sweep/ vacuum, clean sink(s), turn off all electronics, lock back and front doors, leave keys)
- 2. Give applicable donations to The Plant members no later than next Open Meeting (Tuesdays at 6pm)

_____ (Initial)

If The Plant suffers damages during event, please notify Paul at 850-597-4942 as soon as possible.



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Proposal Agreement - Event Description

Event organizer's name: _____

Phone number: _____

Email: _____

Event Description

Event title (if applicable): _____

Type of event: _____

Event affiliation (if applicable): _____

Date/Time of event: _____

If reoccurring indicate here: Weekly____ or Monthly____

Do you need rehearsal dates: Yes _____ or No _____

Will items be for sale: Yes _____ or No _____

Cost per ticket (if applicable): \$_____

Description:

Admin Use

Donation Paid: Yes _____ or No _____

Date Paid: _____

After Event

Donations collected: _____

If The Plant suffers damages during event, please notify Paul at 850-597-4942 as soon as possible.