

DRAFT, ATWOODFEST—DIVISION OF RESPONSIBILITIES 2015

In the interest of staging a successful 2015 AtwoodFest and taking in various considerations from our post mortem meeting, listed below are a draft Division of Responsibilities for 2015. At this juncture revising major responsibilities is not offered as the list recognizes each organization's strengths, interests and weaknesses.

Three major concerns are recalled from the post mortem: 1) Ben seeking more support for duties that fell mostly to him but under the SASY banner. 2) Steve asking for a regular budget allocation for his designated artist scheduler. 3) Some concerns about compensating folks in general for what traditionally are viewed as voluntary community-building positions.

If we seek to maintain the partnership, addressing these issues may not be practical to everyone's satisfaction. That said, concerns 2 and 3 may be addressed via placing an administrative value on said duty and leaving it up to each organization to proceed how they wish. For example, Steve asked for \$1,000 for artist selection and stage management and was denied. By placing the requested amount in the administrative line item, Steve can choose what to do with the funds; and the same process would be true for the SASY and Wil-Mar administrative allocations. Recommended amounts are listed below. Finally, what is not addressed are the duties listed as Ben/SASY.

ORIGINAL AGREEMENT		REVISED 4-11-14		2015 BUDGET VALUE--DRAFT	
Sponsor Attraction	BMT	Sponsor Attraction	BMT		
Schedule Artists	BMT	Schedule Artists	BMT	\$500	
Coordinate Performer Contracts	BMT	Coordinate Performer Contracts	BMT	\$500	
Manage Stages	BMT	Manage Stages	BMT	\$500	
Get Necessary Banners Printed	BMT	Get Necessary Banners Printed	BMT		
Handle Day Of Cash for Bars	BMT	Handle Day Of Cash for Bars	BMT	\$500	
Accounts Payable Fiscal Reporting	BMT				
Prepare any 1099's	BMT				
		Coordinate Publicity	BMT/SASY	\$500	
		TOTAL 2015 BMT BUDGETED AMT		\$2,500	
		TOTAL 2014 AMOUNT		\$1,500	
Recruit/ Coordinate Event Volunteers	SASY	Recruit/ Coordinate Event Volunteers	SASY	\$1,500	
Kids Stage and Activities	SASY	Kids Stage and Activities	SASY		
Procession Coordination	SASY	Procession Coordination	SASY		
Maintain/Update Web Page		SASY Maintain/Update Web Page	SASY	\$500	
		Support Publicity Coordination	SASY/BM	\$500	
		TOTAL 2015 SASY BUDGETED AMT		\$2,500	
		TOTAL 2014 AMOUNT		\$2,000	
Sponsor Attraction	Wil-Mar	Sponsor Attraction	Wil-Mar		
Coordinate Set-up	Wil-Mar	Coordinate Set-up	Wil-Mar	\$1,000	
Coordinate Vending	Wil-Mar	Coordinate Vending	Wil-Mar	\$1,000	
Arrange for Police	Wil-Mar	Arrange for Police	Wil-Mar		
Coordinate Electrical/Power Needs	Wil-Mar	Coordinate Electrical/Power Needs	Wil-Mar	\$500	
Coordinate Street Use/Acquire Permit	Wil-Mar	Coordinate Street Use/Acquire Permit	Wil-Mar		
Acquire Event Vending License	Wil-Mar	Acquire Event Vending License	Wil-Mar		
Acquire Beer License	Wil-Mar	Acquire Beer License	Wil-Mar		
Acquire Insurance	Wil-Mar	Acquire Insurance	Wil-Mar		
Equipment Rentals	Wil-Mar	Equipment Rentals	Wil-Mar		
Develop How-To Manual	Wil-Mar	Develop How-To Manual	Wil-Mar		
Coordinate Saturday Night Clean-up	Wil-Mar	Coordinate Saturday Night Clean-up	Wil-Mar		
Coordinate Sunday Night Clean-up	Wil-Mar	Coordinate Sunday Night Clean-up	Wil-Mar		
Retain Grounds Crew	Wil-Mar	Retain Grounds Crew	Wil-Mar		
Coordinate Overnight Security	Wil-Mar	Coordinate Overnight Security	Wil-Mar		
Arrange for Dumpsters	Wil-Mar	Arrange for Dumpsters	Wil-Mar		
Complete Raffle Report	Wil-Mar	Complete Raffle Report	Wil-Mar		
		Accounts Payable/Budgeting	Wil-Mar	\$500	
		Prepare 1099's	Wil-Mar		
		TOTAL 2015 WIL-MAR BUDGETED AMT		\$3,000	
		TOTAL 2014 AMOUNT		\$1,500	
Sponsor Attraction	Ben/SASY				
Coordinate Personal Truck Use	Ben/SASY				
Get City Equipment	Ben/SASY				
Return City Equipment	Ben/SASY				
Barricade Placement (street closing)	Ben/SASY				
Post No Parking Signs	Ben/SASY				
Get Wil-Mar Stage/Garbage Pails	Ben/SASY				
Coordinate MSB Promotion	Ben/SASY				
T-Shirt Coordination	Ben/SASY				
Set Up Producers Tent	Brad/SASY				

Budget Policy:

No party to this agreement can exceed a line item budget amount by more than 10 percent without the consent and agreement of all three parties to this agreement.

Signatures to this agreement

Gary Kallas, Executive Director

Wil-Mar Neighborhood Center

Signature

Date

Steve Sperling

Barrymore Theater

Signature

Date

Ben Anton

for Schenk, Atwood, Starkweather Creek, Yahara Neighborhood Association

Signature

Date