

List of Supplies

Class: Percent for Art RFPs Workshop

Instructor: Ben Owen, MSAB percent for Art Program Officer



Participants need to read through and complete the following pre-workshop homework. Make sure to follow the “here” links:

1. Review sample RFP
2. Review sample P/T Services Contract
3. Make a list of questions about the sample RFP and P/T contract
4. Update or write a chronological résumé or CV (things to include in résumé [here](#) and CV [here](#))
5. Assemble work samples (media prep info [here](#))
6. Create a sample project budget from a previously completed project (example [here](#))
7. Create an account on CaFÉ and/or Submittable.

Participants are asked to bring the following items:

1. Laptop (I can bring 8 machines if this is a barrier to participation)
2. Questions about the sample RFP and P/T contract
3. Up-to-date chronological résumé or CV
4. Work samples
5. Sample project budget
6. Password(s) for CaFÉ and/or Submittable



Grand Marais Art Colony
120 W. 3rd Ave. / PO Box 626, Grand Marais, MN, 55604
info@grandmaraisartcolony.org : 218-387-2737
www.GrandMaraisArtColony.org