

Neospace Billboard EOI 2015 Budget			
Expenditure	Amount (ex GST)	Earned Income	Amount (ex GST)
Fees		Fees	
Curatorial fee.	500	Opening Event Management fee (x 2 events. In-kind support supplied by Neospace).	400
Artist fee 1.	500	Delivery and pick up to/from site of catering equipment (x 2 events. In-kind support supplied by Neospace).	200
Artist fee 2.	500	Table and glass hire (x 2 events. In-kind support supplied by Neospace).	400
Production Costs (x 2 events)		Production Costs (x 2 events)	
Manufacture and install 2 digitally printed vinyl banners.	5,760	Graphic Design and file management of artwork (in-kind support supplied by Neospace).	1,260
		Council permits and occupation management (in-kind support, supplied by Yarra City Council).	1,600
		Technical Consultation with manufacturer (in-kind support supplied by Billboard Media).	400
		Design and printing of an A3 interpretive panel for (x 2 events. In-kind support supplied by Neospace).	540
		Consultation with artists in studio and on-site (In-kind support supplied by Neospace).	500
Promotion, Documentation and Marketing		Promotion, Documentation and Marketing	
Advertising - Art Almanac, Art Guide (x 2 events).	1,490	Yarra City Arts internal advertising and program promotion (in-kind support).	1,250
Production of artwork for advertising (2 ads for each event).	600	Yarra City Arts website promotion (in-kind support supplied by Neospace).	1,150
Opening Celebration catering; drinks only (x 2 events).	700	Neospace website promotion (in-kind support supplied by Neospace).	600
Opening Celebration staff (x 2 events).	450	Neospace social media promotion (in-kind support supplied by Neospace).	500
		Photography of installed artwork (in-kind support supplied by Neospace).	600
		Photography of opening (in-kind support supplied by Neospace).	600
		Online listings and blogs promotions (in-kind support supplied by Neospace).	500
Administration fee		Administration fee	
Neospace administration fee.	500	Office and meeting space (in-kind support supplied by Neospace).	500
Total Amount	\$11,000	Total Amount	\$11,000

Key Dates

2014

October

Billboard EOI due Wednesday 29th October.

November

Commence work with Artist 1 to develop artwork (file management and layout).
Present project to Council (end Nov/early Dec).

December

Liaise with Council regarding install date for project 1 and organise permits.
Book manufacturer/install and supply final file, prior to Christmas.
Design and print A3 interpretive panel.
Book advertising for March/April (by 22 January). Finalise Ads.

2015

January

Print billboards and install mid-month.
Confirm opening date for catering/staff/council/photography.
Online promotion and content.

March - June

Work with Artist 2 to develop artwork (file management and layout).

July

Liaise with Council regarding install date for project 2 and organise permits.
Book manufacturer/install and supply final file.
Book advertising for September (by 22 July). Finalise Ads.
Design and print A3 interpretive panel.
Confirm with Artist 1 regarding taking home the billboard and what to do with it when it comes down.

August (changeover)

Print billboards and install end-month.
Confirm opening date for catering/staff/council/photography.
Online promotion and content.

December

Confirm de-installation date if required/liaise with next curator regarding streamline demount and new install.