**TIMELINE (for two installations)**

November 22nd liaison with artist 1 regarding final selection of works

December 1st presentation of final work to Council

December 7th delivery to Colour Factory of files for printing

December 14th skins ready for installation

December 15th press release to long range media

January 8th press release to short range media

January 9th liaison with Council regarding OHS safety requirements for installation

January 14th appropriate safety briefing with installers regarding OHS

January 14th installation by Colour Factory of billboards/distribution of invites to launch

January 15th launch of first installation

January 16th follow up press for project/ professional documentation of project

Feb 2nd appraisal of first installation delivered to Council

March 1st liaison with artist 2 regarding second installation

March 14th presentation of second series to Council

July 1st delivery of file to Colour Factory for production

July 7th skins ready for installation

July 15th press release to long range media

August 1st press release to short range media

August 7th installation by Colour Factory of billboards/distribution of invites to launch

August 9th liaison with Council regarding OHS safety requirements for installation

August 14th appropriate safety briefing with installers regarding OHS

August 15th launch of second installation

September 2nd follow up press for project/ professional documentation of project

September 15th appraisal of project delivered to Council

**TIMELINE (for three installations)**

November 22nd liaison with artist 1 regarding final selection of works

December 1st presentation of final work to Council

December 7th delivery to Colour Factory of files for printing

December 14th skins ready for installation

December 15th press release to long range media

January 7th installation by Colour Factory of billboards/distribution of invites to launch

January 8th press release to short range media

January 9th liaison with Council regarding OHS safety requirements for installation

January 14th appropriate safety briefing with installers regarding OHS

**January 15th launch of first installation**

January 16th follow up press for project/ professional documentation of project

Feb 2nd appraisal of first installation delivered to Council

March 1st liaison with artist 2 regarding second installation

March 14th presentation of second series to Council/ press to long range media

April 1st delivery of file to Colour Factory for production

April 7th skins ready for installation/ press to short range media

May 14th safety briefing/installation

**May 15th launch of second installation**

May 16th follow up press for project/ professional documentation of project

August 9th presentation to Council of third installation

August 15th file to Colour Factory

September 14th appropriate safety briefing with installers regarding OHS/installation

**September 15th launch of third installation**

September 16th follow up press for project/ professional documentation of project

September 28th appraisal of project delivered to Council

**BUDGET I (two installations)**

Production of 4 x billboard skins by Colour Factory in Collingwood

$750 per skin (ex gst) $3000

Installation fee by Colour Factory in Collingwood

$450 per installation $900

Artist Fee 1 $2000

Artist Fee 2 $2000

Curator’s Fee Jane O’Neill $2000

Documentation for archives $200

Didactic materials on foamcore $40

Return postage of skins to Robert Montgomery for archive $200

TOTAL: $10 340 (ex gst)

**BUDGET II (three installations)**

Production of 6 x billboard skins by Colour Factory in Collingwood

$750 per skin (ex gst) $3000 City Yarra

$1500 Readings

Installation fee by Colour Factory in Collingwood

$450 per installation $1350 City Yarra

Artist Fee 1 $2000 City Yarra

Artist Fee 2 $2000 City Yarra

Artist Fee 3 $2000 Readings

Travel Fee Artist 3 $2000 Readings

Curator’s Fee Jane O’Neill

$3000: $2000 City Yarra

$1000 Readings

Documentation for archives $200 City Yarra

$300: $100 Readings

Didactic materials on foamcore $60 City Yarra

Return postage of skins to Robert Montgomery for archive $200 City Yarra

TOTAL: $17410 (ex gst)

**TOTAL requested from CITY OF YARRA $10810**

TOTAL requested from READINGS FOUNDATION $ 6600