

# Maker Expo Mock Proposal Information

All answers are written in blue.

## Project Outline & Contact Information

Individual / Group / Organization Name \*

Agnes Niewiadomski

Kasia Niewiadomski

## Proposal Type \*

If you have multiple proposals, please submit them separately.

Interactive Art Installation

Interactive Demo / Presentation

Workshop / Make & Take Activity

## Project Name \*

Wet Felting Workshop

## Project Description \*

In 500 words or less, please describe what your proposal is all about!

We want to teach people how to turn raw sheep's wool into a felted ball. They can decorate their finished ball with wire and assorted beads, and take their finished creation home. We will use small buckets with warm water and soap. We will need access to a sink for water refills and disposal. We will also need a power plug for a kettle to keep a supply of hot water on hand. We will use lots of towels to keep the work area from getting too wet.

## Project Summary (in 150 words or less) \*

This summary would be used for website and signage purposes if your proposal is approved.

Intro to wet felting, make & take! Turn sheep's wool into a soft felted creation!

## Project or Artist/Organization Website or Social Media Sites (URL)

[www.agnesmakes.com](http://www.agnesmakes.com)

[www.facebook.com/agnesmakes](https://www.facebook.com/agnesmakes)

## How do you plan to make your project interactive / engaging for attendees? \*

We will invite attendees to participate in our activity on a first-come first-serve basis.

## Supporting Materials

If you have any supporting materials (photos, videos, documents), please link to them here if they are available online. Otherwise, please email them to [installations@makerexpo.ca](mailto:installations@makerexpo.ca) (no larger than 10MB of attachments per message)

(Here you will insert a link to examples of this project or something similar you have done before. If you have never done this before, we will need some type of visual to fully understand your project proposal. These photos may also be used on the website to help promote the workshop leading up to the event. If it's not on a website, you can submit files via e-mail.)

## Primary Contact Information

Your primary contact will bear responsibility for ensuring full delivery of the project as proposed (and must sign an agreement to that effect if your proposal is approved). Even if you are a team, just assign one lead person to be the point of contact for the group.

First Name \*

Agnes

Last Name \*

Niewiadomski

Email Address \*

agnes@makerexpo.ca

Phone Number \*

555-555-5555

Street Address \*

123 Fake St.

City \*

Kitchener

Province/State \*

ON

Postal Code \*

A1B2C3

## How did you hear about Maker Expo?

2015 Event

Word of mouth

Media (newspaper, radio, etc)

Twitter

Facebook

Instagram

Other:

## Physical & Technical Details

This section is required regardless of the type of proposal. Please contact us at [installations@makerexpo.ca](mailto:installations@makerexpo.ca) if you have any questions or additional info beyond what you've supplied below.

Please provide physical details about your exhibit: \*

Standard Footprint (10' x 8') - with a 6' table and 2 chairs

Mobile - will move throughout the Expo

[Workshop Area/Other](#) - please specify under 'Special Physical Requirements' below

## Special Physical Requirements

If your project occupies a non-standard space or capacity, or requires additional infrastructure (tents, tables, barriers, access to water/sink, etc) please outline your requirements here:

[We will need at least 3 tables for this activity. 3 chairs. Also access to power and a sink.](#)

## Location Preference

Maker Expo is rain or shine! Tents are provided for outdoor exhibits. We're also working on a new rain contingency for 2016, but we cannot guarantee the ability to move all exhibits indoors in case of bad weather. Please answer (and plan) accordingly!

[Indoors](#)

Outdoors

No preference

## Noise Level \*

[Normal - does not interfere with conversation](#)

Amplified - adjustable level of amplification

Repetitive or potentially annoying sound

LOUD!

## Electrical Requirements \*

Electrical available on-site is 120V. Please contact us if you have special requirements.

None!

Charging station (eg. laptop, phones, etc)

[Electronic Equipment \(eg. 3D printer, tabletop devices\)](#)

High-load equipment (incl. heating elements)

## Internet Access \*

[None required!](#)

It would be nice...

Our exhibit definitely requires Internet access!

## Health & Safety \*

Does your project have special safety concerns? i.e. fire, autonomous devices, flying objects, gasses, weird smells, open flame, radioactivity?

Yes

No

[I'm not sure, please contact me to discuss.](#)

**If you answered yes, please describe what the issues or concerns are.**

[n/a](#)

**You may be required to complete and submit additional documentation (i.e fire clearance) in support of your project.**

[n/a](#)

## **Event Insurance \***

I wish to be covered under the event's general insurance

I wish to use my own insurance and will provide documentation

## **Financial Request**

Please outline your estimated expenses and amount requested. We may contact you for more information. We'll also require copies of your receipts upon completion for our supporting organization's records. The funding request should include all materials and artist fees.

Which level of funding are you looking for? \*

\$1 - \$500

\$500 - \$1,000

Other :

## **Estimated Number of Participants**

If you are doing a hands-on workshop, approximately how many people can you accommodate at once? Keep in mind we can allocate a maximum of 3 tables per workshop/activity.

Think about an average amount of time your activity will take to complete. Then divide 8 hours (480 minutes) by this number, and multiply it by the number of participants you can have at once....and your total will be an estimate of how many people can participate over the entire day.

E.g. I can have 12 people participating at once, and the activity will take 20 minutes to complete. Divide 480 minutes by 20 minutes = 24 possible sessions. 24 sessions x 12 people = 288 people can participate in one day.

You can use this number to help you estimate the amount of materials that are required to purchase.

If this section is not applicable to you, please write n/a.

**Number of participants you can have at once: \***

12

**Average duration of your activity per person: \***

20 minutes

**Total amount of participants for the day: \***

288

### **Please submit an itemized estimate of costs below (point form): \***

This can be a rough estimate. Based on the number of people that are able to participate in over the entire duration of the show, give us an idea of how much your materials, equipment rentals, and transportation costs will be. Be sure to include an amount as your artist fees (for you and your team).

If you are building the project with more than one person, please also include their name of your team mates in the very first section of this application (Individual/Group/Organization).

Only one person on your team will be the Primary Contact that we will communicate with on behalf of the entire project team.

\$100 wool (1500 grams)

\$20 plastic buckets

\$2 dish soap

\$10 wire

\$30 beads

\$15 wire snippers

\$300 artist fees (\$150 each person)

TOTAL: \$477

### **Volunteer Request**

If you require assistance to run your project on September 10th, we may be able to provide volunteers.

Are you looking for volunteers to help run your project?

Yes

No

If so, please describe what duties they will be required to do, necessary skills and how many you need:

I would like one extra person to help run the station (so we have one teacher per table) and so we can rotate taking a few small breaks throughout the day without having to stop the activity completely.