



Torrington Yarn Bomb, A Five Points Gallery Public Arts Project

Presenters: Judith McElhone, Founding Executive Director and Noel Croce, Associate Director

Time Table/Check List

9-12 months before install

- Meet with city officials
- Meet with local businesses, social service and civic organizations
- Form committees
- Set dates
- Form Partnerships
- Set budget
- Identify funding and resources
- Grant Applications
- Plan Marketing and Publicity strategy
- Sponsors
- Insurance
- Map out sites
- Brainstorm targeted participants
- Line up instructors
- Formalize informational presentation
- Plan and begin documentation

3-9 months before install

- Recruit participants
- Establish yarn donation centers
- Contact news media
- Social media
- Information sessions for stakeholders
- Information sessions for participants
- Distribute posters, rack cards etc.
- Schedule workshops/classes
- Assign sites

1-3 months before installation

- Finalize installation crews
- Confirm equipment needed for install
- Plan activities – post installation
- Monthly Newsletter
- Confirm with participants
- Coordinate refreshments
- Plan installation teams and equipment

Final Month before installation

- Schedule install crews
- Finalize map
- Contact Media
- Finalize participant survey
- Prepare installation kits
- Coordinate communication for install
- Contact all participants

Installation Day

- Volunteer sign in and assignments
- Coordinate refreshments
- Team sign in station
- Assign Documentation crew
- Monitor/ troubleshoot install
- Interactive site install

Post Installation

- Distribute Map
- Documentation – Photos, Video & Written
- Walking and Bus Tours
- Scavenger Hunts
- Monitor Exhibit, repair as needed
- Finalize De-Installation Plans, Personnel and Equipment
- Monitor interactive site

De-Installation

- Volunteer sign in and assignments
- Team sign in station
- Assign Documentation crew
- Monitor/troubleshoot de-install

Wrap Up

- Survey
- Write grant reports
- Compile Documentation
- Evaluate