

INTRODUCTION

We are investing in the future of our youth by partnering with your local Boys & Girls Clubs (B&GC) for our 2nd Annual Color Me Mine Community Event in September 2019.

Color Me Mine and Duncan Enterprises are excited to partner together once again with our CMM studio owners to provide an educational art project with your local B&GC that is fun and exciting. Each studio owner will receive one **WORK OF HEART** kit that includes 18 emoji plates, one bottle of paint, 18 fun workbooks/pencils, and an education card for this event.

We encourage each of our studio owners to join with our entire organization and be a part of sharing the arts with our local communities.

This guide has been created to assist you in the preparation of your community event.
The CMM Home Office will be available throughout the process as a resource.

We look forward to working with you on this great community event!



THANK YOU!

By participating in the Color Me Mine 2019 Work of Heart event and by partnering with your local Boys & Girls Club, you will be making a difference in our communities!



Community Event Guide

September 2019

STEP ONE

- ✓ Review the Community Event Guide. *The CMM website will have various resources available to you beginning June 2019 to assist you in hosting a smooth and successful event.*

- Share event details with your team.

Complete by: End of June 2019

STEP TWO

- Contact your local B&GC to introduce the event. *Refer to CMM website for directory and phone scripts.*
- Select September event date/time.
- Confirm event location: your CMM studio or your local B&GC.
- Email your finalized event date to CMM Home office.
- Be sure to mark the event on your studio calendar!

Complete by: End of July 2019

STEP THREE

- Review the kit contents delivered to your studio for the event. *Communication will be sent to you at the time of shipment — Arriving August 2019.*
- Final steps to prepare for event. *Refer to website for recommended supplies for event.*
- Contact your local B&GC to confirm attendance and completion of photo release.

Complete 1 week before event

DAY OF EVENT

- Prepare your studio or B&GC location
- Provide B&GC members with a fun and educational experience creating their art piece.
- Capture photos and videos throughout the event. *Refer to website for a list of photo & video opportunities.*



AFTER THE EVENT

- Glaze, fire, and deliver the amazing art projects to your local B&GC and capture the moment with pictures!
- Share your captured photos with your local B&GC and CMM team.
- Share your experience and event photos through CMM social media sites. *Refer to website for social media recommendations.*
- Contact your local media after your event. *Refer to website for press release statement.*
- Your feedback is important to us! Complete the evaluation. *Refer to the link that CMM Home Office will email to you.*

Complete within 2 weeks after event