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Setting up arts events in your locality by [Carol Moore](#)

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Setting up community based arts events may need a group of dedicated people for taking care of every aspect. They should be able to lend their valuable time for making the whole project a great success. The event itself may require a great amount of planning. They should have a clear idea about the exhibits, the funding and all other aspects related to the arts events. The team members should consist of enthusiastic personnel who know their responsibilities well. The team can consist of art guide book, students and professionals. Given below are the procedures involved in setting up a team.

* The planning committee is the most important part of the arts events. The committee should have members who are interested in spending some time for the cause of the events. They should also be familiar with the local art community. After forming the team, entrust the responsibilities. The timelines are also very important. Conduct meetings often to know about the status of affairs. The team should have some sub-committees for taking care of various aspects of the events such as security, parking, food, entertainment, outreach, publicity, contests, clean-up etc.

* The funding is the most essential part. Determine how the funding is going to be arranged. The arts events may incur costs for various aspects. Donations from the neighboring institutions, organizations and businesses may be sought. Each person or entity contributing for the cause should be recognized in an appealing manner. You can even encourage them by giving certain titles or medals for their contribution. An Art guide book who has some previous experience will be able to guide better in most of these aspects.

* The location where the arts events is going to be conducted should also be decided. It should be a comfortable area where most of the visitors should feel it very easy to reach. The permission for conducting the event should also be sought in advance. All the paper work regarding the licenses and permission should be completed on time. Apart from these, you may need to have security arrangements, liability insurance, traffic control and parking supervision.

* Publicity of the arts events is very important because it is responsible for drawing traffic to the events. You can use a number of ways to make the event known to all. Use the local newspapers, magazines, flyers, brochures and even the internet for publicizing the events. The help of the radio and the television can also be sought for reaching out to more people. Once the publicity part is taken care of the arts events are going to be really successful.

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