

PORTLAND'S
CELEBRATION
OF THE ARTS.

Post Office Box 9100
Portland, OR 97207
1220 SW Morrison, Suite 423
Portland, OR 97205
503/227-2787

OFFICERS

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President

Patsy Feeman
V.P. Festival

Brenda Babcock
V.P. Marketing/P.R.

Pam Phillips
V.P. Earned Income

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Treasurer

Stuart I. Teicher
Secretary

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Jim Gilsdorf

ADMIN. ASSISTANT

Carrie Hoops



RECEIVED MAR 19 1991

March 15, 1991

Alan Alexander III
Technical Assistance Program Coordinator
Metropolitan Arts Commission
1120 SW Fifth Ave, Suite 1030
Portland, Oregon

Dear Alan,

Artquake is pleased to submit this evaluation of our uses of the \$2500 Technical Assistance grant awarded on January 20, 1991. We are very grateful for the opportunities it has allowed us to expand our in-house capabilities even within these two months and we look forward to an increasing return from this investment.

Expenditures to Date

NEC Silentwriter2 Model 90	\$1650
40MB Hardrive and installation	\$360
Printer Switchbox	\$30
Training	
Lotus 123 (Carrie Hoops)	\$80
WordPerfect 5.1 (Jim Gilsdorf)	\$100
WordPerfect 5.1 (Mirra Meyer)	\$100
Total	\$2320
Remainder	\$180

The laser printer has proven to be the most useful purchase by virtue of the enhancement it gives to our printed materials. It is easy to use, quiet and efficient. Its value to us is demonstrated by this very letter and the enclosed flyers which we were able to produce entirely in house for distribution at LitEruption on very short notice. we are looking forward to creating our 1991 Development packages with the enhancements this machine will give us.

Installing a hardrive into a donated computer has easily doubled its value to us. All three full-time staff members now have computer work stations with identical software so information interchange is easy and office efficiency and productivity has increased dramatically. The training classes in our existing software applications have allowed each of us to expand our individual capabilities and to continue the learning process by teaching each other.

We are still investigating other software applications that could enhance our productivity and professionalism even more. I will inform you of our use of the final \$180 from the Technical Assistant grant as soon as the decision is made.

For your information, the Board approved the purchase of a new copier for the office as well as the other equipment and training listed above. With the encouragement and assistance of the Metropolitan Arts Commission, Artquake is finally able to produce the proposals, flyers and other documentation necessary to communicate with all of our various constituencies in a pleasing, high-quality graphic style.

Thank you for your help. If you have need for any further documentation, please do not hesitate to call me at 227-2787.

Best regards,

A handwritten signature in dark ink, appearing to read 'Jim Gilsdorf', written in a cursive style.

Jim Gilsdorf
Artistic Director

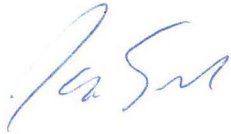
March 20, 1991

Dear Alan,

I have been unable to retrieve a receipt or check copy for payment for the NEC laser printer from our treasurer. This is her busy time of year (tax-time, you know). I will send a copy on to you as soon as I receive one.

I trust the rest of this evaluation will suffice until that time. Thank you for your patience.

Best regards,

A handwritten signature in blue ink, appearing to read "Jim Gilsdorf".

Jim Gilsdorf
Artistic Director



ARTQUAKE 1991 LITERARY ARTS PERFORMANCE COMPETITION

**READINGS IN JUNE
AT**

**IFCC
FUSE CABARET
ECHO THEATRE**

SIGN UP TODAY!

INFORMATION SHEETS ON TABLE

FOR MORE INFORMATION CALL THE ARTQUAKE OFFICE

227-2787



February 14, 1991

Dear Small Press Publisher,

You are cordially invited to participate in the 1991 Small Press Fair at Artquake, Portland's Annual Celebration of the Arts, held on Labor Day Weekend (Saturday, August 31 through Monday, September 2, 1991) in downtown Portland.

The Small Press Fair will be presented in conjunction with a reading series which will feature some of the best poets, fiction-writers, essayists and bookpeople in the Pacific Northwest. This year small presses and literary magazines will be showcased with arts organizations and fine crafts along Artquake's main concourse on S.W. Broadway. Your work will be seen by several hundred thousand people, some of whom will be getting their first look at literary publishing. Publicity for Artquake is always good, and the Small Press Fair and Reading Series will be given special attention in the media.

If you are planning to attend Bumbershoot in Seattle next Labor Day Weekend, please consider sending a representative to Artquake. The cost of participation is minimal, and - if last year's success is any indication - returns in both exposure and sales are high.

Artquake will provide the following to Fair participants:

- * A water proof tent
- * Tables (with skirting) and chairs
- * Signage for individual presses
- * Twenty-four hour security
- * On-site Program Coordinator
- * Volunteers for vendor relief
- * Wide-ranging marketing for Small Press Fair

Artquake requires the following fees:

- * Full table (30' X 96") \$20
- * Half-tables (30" X 48") \$10
- * Ten percent of sales after the first \$50 of sales.

We would like to hear from you *whether or not you intend to participate this year*. Please return the enclosed pre-addressed form postmarked no later than **March 15, 1991.**

Thank you for your interest in increasing public awareness of the literary arts.
We hope to see you at Artquake 1991!

- The Artquake 1991 Literary Arts Committee

ARTQUAKE 1991 SMALL PRESS FAIR

NAME _____

PUBLICATION/PRESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (S) _____

Please give us information about your press and/or publications:



Yes, I plan to attend the 1991 Artquake Small Press Fair.

Enclosed is \$_____ for _____ table(s). Please send me more information when it is available.



I will not be able to attend this year's Artquake. However,
I do want to continue receiving information. Keep me on
your mailing list.



Please drop me from your mailing list.

If you have any questions don't hesitate to call the Artquake office at (503) 227-2787.
If you know of others who would be interested in either the Small Press Fair or the
Reading Series please include their name and address below or have them call us.

M E T R O P O L I T A N A R T S C O M M I S S I O N

ARTS RESOURCE CENTER

REQUEST FOR FINANCIAL ASSISTANCE / INVOICE

Check one:

Fee Support for Consulting _____
Other Skill or Consulting X _____
ARC Funding Assistance _____

*Read the Goals and
Objectives of the
ARC and discuss the
request with staff
before applying.*

Arts Celebration, Inc. (dba Artquake)

Name of individual or organization applying

Address: 1220 SW Morrison, Suite 423

Portland, Oregon 97205

Social Security or Fed. Tax ID # 93-0684592

Phone: 227-2787

Amount of your request: In-Kind

Amount of annual income: \$310,000

Briefly describe the nature of the request in the space provided. (Feel free to attach additional information if you feel this space is inadequate but do complete this section).

We are requesting the donation of conference space for our annual long-range planning meeting. The space should be comfortable, light and large enough to accomodate fifteen to twenty people and allow them to break up into several small groups. It must have a conference table room for an easle and nearby rest rooms.

How will this be of benefit to your professional, organizational or community development goals?

The benefits of long-range planning are manifold but the primary benefit is a unified vision created and shared by all concerned.

This collective vision is especially important to Artquake with its many facets and numerous committees, artists and volunteers.

Signature of Applicant (Authorizing Official)

12/14/90
Date of request

FOR MAC USE ONLY

AMOUNT APPROVED: _____ ASSISTANT DIRECTOR: _____

M E T R O P O L I T A N A R T S C O M M I S S I O N

ARTS RESOURCE CENTER

REQUEST FOR FINANCIAL ASSISTANCE / INVOICE

Check one:

Fee Support for Consulting _____

Other Skill or Consulting _____

ARC Funding Assistance X _____

Read the Goals and Objectives of the ARC and discuss the request with staff before applying.

Arts Celebration Inc. (dba Artquake)

Name of individual or organization applying

Address: 1220 SW Morrison, Suite 423

Portland, OR 97205

Social Security or Fed. Tax ID # 93-0684592

Phone: (503) 227-2787

Amount of your request: \$7,767

Amount of annual income: \$310,000

Briefly describe the nature of the request in the space provided. (Feel free to attach additional information if you feel this space is inadequate but do complete this section).

Improvement of office professionalism and efficiency through equip-
ment purchase and employee training. We are primarily interested in
expanding the capabilities of our existing computer systems by the
addition of a laser printer, enhancement software and some hardware as
well as employee training in existing desk-top publishing, (see attache

How will this be of benefit to your professional, organizational or community development goals?

Increased efficiency in all office procedures resulting in clearer
communication between various components of the festival. Enhancement
of Artquake's image to the artistic communitites, the public and
especially potential sponsors by ensuring that all correspondence (see

[Signature]
Signature of Applicant (Authorizing Official)

12/4/90
Date of request

attached)

FOR MAC USE ONLY

AMOUNT APPROVED: \$6,000.500

ASSISTANT DIRECTOR: [Signature]

for the items indicated

Nature of the request continued:

spreadsheet and word-processing programs. Artquake is also in need of a new copier to reduce costly off-site copying. Please see attached pages for details and projected costs.

Benefits of the project continued:

and communication is produced in the most professional manner possible.

Capability of producing professional proposal packages in order to compete for corporate and foundation contributions in today's high-tech market.

Reduced costs in some areas due to in-house abilities. Less dependence on in-kind services such as brochure design, technical designs and printing

OFFICE ENHANCEMENT BUDGET

1. Computer System Upgrade

Laser printer

NEC Silentwriter	\$1,829
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Improvements for Existing Hardware and Software

40 Mb hard disk	\$340
Scanner	\$200
Multi-soft PC Kwik cache software	
Power Pak	\$89
Power Disk	\$50
Disk Accelerator	\$50
PC Tools Deluxe 5.5	\$129

*2,500 toward
these items*

Staff Training

Lotus 1-2-3, Module 1 & 2	\$290
Word Perfect, Module 2	\$145
Aldus PageMaker	\$145
DOS & Hard Disk Management	n/c

Total For Computer System Upgrade	\$3267
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2. Copier

Xerox 5013ZTA/Sorter	
Request:	\$4500
(actual cost: \$9000)	

TOTAL OFFICE ENHANCEMENT REQUEST:	\$7,767
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Balance of projected cost for the laser printer would come from our Capital Expenditures budget; for the copier a portion would come from Capital Expenditures and the rest from our Printing/Copying budget. Software and hardware purchases would come from Office Supplies and Services budget. Training and class fees would come from our Miscellaneous Office Expense budget. Because all costs would be paid from general operating funds it may not be possible to complete all aspects of this important project without the assistance of Arts Resource Center funding.

Nature of the request continued:

spreadsheet and word-processing programs. Artquake is also in need of a new copier to reduce costly off-site copying. Please see attached pages for details and projected costs.

Benefits of the project continued:

and communication is produced in the most professional manner possible.

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Reduced costs in some areas due to in-house abilities. Less dependence on in-kind services such as brochure design, technical designs and printing

OFFICE ENHANCEMENT PROJECT

1. Computer system upgrade

In order to expand the capabilities of our existing computer system there are three areas which need attention. These areas are printer quality, hardware and software limitations, and lack of staff training in existing programs.

Most prices quoted below come from Bridgeway Computer Center where we purchased a new 386 IBM-clone computer last summer. We have found their prices to be competitive and their service exemplary.

* Laser printer

With the purchase of a new computer last year we have expanded our capabilities towards producing newsletters, flyers and other publications in house instead of using valuable in-kind contributions or having to pay design and lay-out costs. In order to implement these we need a reliable, quality printer:

NEC Silentwriter	\$1,829
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* Improvements for Existing Hardware and Software

In addition to our new 386 IBM-clone, we currently have two IBM PC's that are about ten years old. They are still quite useable and could be improved by purchase of a hard disk and some additional software. In addition the acquisition of a scanner would greatly improve our ability to track, organize and keep on hand the many corporate logos that are used in our newspaper ads, brochures, flyers and programs.

40 Mb hard disk (installed)	\$340
Scanner	\$200
Multi-soft PC Kwik cache software	
Power Pak	\$89
Power Disk	\$50
Disk Accelerator	\$50
PC Tools Deluxe 5.5	\$129

(Please see attached information regarding software)

OFFICE ENHANCEMENT BUDGET

1. Computer System Upgrade

Laser printer

NEC Silentwriter \$1,829

Improvements for Existing
Hardware and Software

40 Mb hard disk \$340

Scanner \$200

Multi-soft PC Kwik cache software

Power Pak \$89

Power Disk \$50

Disk Accelerator \$50

PC Tools Deluxe 5.5 \$129

Staff Training

Lotus 1-2-3, Module 1 & 2 \$290

Word Perfect, Module 2 \$145

Aldus PageMaker \$145

DOS & Hard Disk Management n/c

Total For Computer System Upgrade \$3267

2. Copier

Xerox 5018ZTA/Sorter

Request: \$4500

(actual cost: \$9000)

TOTAL OFFICE ENHANCEMENT REQUEST: \$7,767

Balance of projected cost for the laser printer would come from our Capital Expenditures budget; for the copier a portion would come from Capital Expenditures and the rest from our Printing/Copying budget. Software and hardware purchases would come from Office Supplies and Services budget. Training and class fees would come from our Miscellaneous Office Expense budget. Because all costs would be paid from general operating funds it may not be possible to complete all aspects of this important project without the assistance of Arts Resource Center funding.

* **Staff Training**

Training in software applications will enhance our capabilities to utilize our existing computer system and provide opportunities to produce professional quality newsletters, proposals and reports. The following is a list of training classes for software programs which we currently have installed but which are vastly under-utilized. Class schedule and fees (attached) are from Bridgeway Computer Center.

Lotus 1-2-3, Module 1 & 2	\$290
Word Perfect, Module 2	\$145
Aldus PageMaker	\$145
DOS & Hard Disk Management	n/c

Total For Computer System Upgrade \$3,267

2. Copier

The amount of paper required to keep the many components of Artquake adequately informed is phenomenal. We have a fifty-five member Board with fourteen standing committees, including a Development Committee that sends out countless proposals to potential sponsors and which must correspond with the over one hundred contributors to the Festival. Our ten part-time coordinators communicate with all applicants and accepted artists (over 1000 artists in all programs). Our Volunteer Coordinator has over 700 volunteers who must be given schedules, orientation packets and thank you letters. In order to maintain a professional image for the Festival all outgoing correspondence must be high quality.

Last year because our copier was not up to the task of producing this volume we spent over \$2000 in repairs and outside copying costs.

Research into costs of new machine on a 48 month lease/option shows a bottom line of about \$9,000 (\$2,250 per year, or about \$190/month). If we were able to make a significant payment on the lease our savings would be substantial.

Our request to the Arts Resource Center is that it match Artquake funds for the purchase of a new copier.
Total request for copier is \$4,750.