

Exhibit “A”

2022 HOLIDAY MAKERS EVENTS

Scope of Services

Olympia Lamplighters
211 4th Ave E,
Olympia, WA 98501
360-742-3107

Background

Olympia Lamplighters is a local non-profit and Washington State Charity organization that specializes in art, art classes, and events. Our mission is to provide creators and artists of all ages and disciplines a space to engage, inspire, and grow together as an all-inclusive community. As a community space, Olympia Lamplighters has organized different music events, artistic bazaars, makers bazars, and fundraisers, including working with the ODA (Olympia Downtown Alliance) on Summerfest, and working with the Thurston County Chamber of Commerce and their BIPOC division on a Holiday Bazaar.

This event will provide funding to Olympia Lamplighters to implement and promote makers market events in Downtown Olympia during the 2022 holiday season.

Deliverables

Olympia Lamplighters will organize, oversee and promote 2022 holiday makers events for the Parking and Business Improvement Area (PBIA) and City of Olympia.

Olympia Lamplighters will:

- Contact businesses in the Downtown Olympia Area to compile a list of makers markets and sales already occurring during the Holiday Event dates
- Cross Promote all makers sales and events occurring in Downtown Olympia during the 2022 holiday season, including creating promotional materials. At a minimum, promotions will include flyers, radio and social media.
- Organize/Promote makers and artistic bazaars at Olympia Lamplighters and cross promote other makers markets at other locations.
- Assist the ODA with their Winterfest event to set up a maker's market for that date.

Budget

The PBIA will pay Olympia Lamplighters \$6,000.00 to implement this project. These funds will be used to create promotional materials, pay for advertising, and administration costs.

The percentage of budget for each task may vary depending on need and upon mutual City-Lamplighters written agreement (email acceptable), so long as the total cost does not exceed the maximum budget.

Task	Estimated Percentage of Budget
Create promotional materials	30%
Advertising costs (radio advertising, social media, and flyers)	30%
Administrative costs (outreach, coordination, event management)	40%

Hourly rates:

Avalon Kragness: Business Outreach, Organizational Director \$25.00/hr

Ileana Sheremet: Creative Director \$20.00/hr

Gabe Kalfen: Curator and artist outreach \$16.00/hr

Appendix

Olympia Lamplighters non-profit EIN# 85-3857419

Washington State Charity # 2005732