Services to Partners

Working with creatives can generate innovative solutions but may also require new administrative systems. Spaceworks offers three forms of support to help organizations and creatives implement inspiring projects within our community.

	RECOMMEND	CONSULT	MANAGE
	1 hr FREE	10 to 50 hrs $1,000-$5,000	+50 hrs +$5,000*
Spaceworks' Responsibilities	Meet with partner to understand scope of project Share best practices and resources Offer roster of qualified creative talent Promote opportunity within Spaceworks community	Aim to build capacity of partner to work successfully with creatives, and vice versa Review and advise on project scope, budget, RFPs/RFQs Assist in recruiting and recommending creative talent Attend joint meetings between partner and creative talent	Lead and manage the project on behalf of the partner Recruit and contract directly with creative talent Supervise, support, and troubleshoot with creatives during implementation of project Lead meetings and coordinate with key partners and stakeholder groups Document efforts and evaluate success
Partner's Responsibilities	**Lead and manage project** **Contract with creative talent directly**	**Lead and manage project** **Contract with Spaceworks and creative talent separately**	**Define outcomes and determine scope and budget of project** **Contract with Spaceworks** **Meet regularly throughout project**

*Roles and responsibilities are modular and can be adjusted depending on the project.

STEPS OF CREATIVE SPACE ACTIVATION

The order of these steps may vary depending on the project.

Legend:
- Partner (yellow)
- Spaceworks (blue dots)
- Both (green dots)

Step	RECOMMEND	CONSULT	MANAGE
Articulate need	Both	Both	Both
Create Goals and Outcomes	Partner	Both	Both
Define project scope and budget	Partner	Both	Both
Engage partners and stakeholders	Partner	Both	Both
Secure funding	Partner	Partner	Partner
Secure space or site	Partner	Partner	Partner
Write RFPs/RFQs	Partner	Both	Spaceworks
Invite talent	Both	Both	Spaceworks
Host call for artists/subcontractors	Partner	Partner	Spaceworks
Create contracts and deliverables	Partner	Partner	Spaceworks
Implement project or program	Partner	Partner	Spaceworks
Review progress and troubleshoot	Partner	Both	Both
Distribute funding (partial)	Partner	Partner	Both
Document and promote efforts	Partner	Partner	Spaceworks
Evaluate success	Partner	Partner	Spaceworks
Distribute funding (final)	Partner	Partner	Both

www.SpaceworksTacoma.com