



## **Buffalo Art Initiative – Sponsor Guide**

Congratulations on sponsoring one of the Tooele City and Tooele Downtown Alliance Buffalo! We appreciate the partnership and look forward to working with you to create a unique and lasting piece of art that will promote both your organization and our downtown community. Here is a complete overview of what this process will look like.

1. Request to Sponsor
2. Contracts
3. Artist Selection
4. Submit Artwork for Approval
5. Deliver Buffalo to Artist
6. Clear Coat Buffalo
7. Deliver Buffalo to Permanent Location with Plaque

1. Requesting to sponsor a buffalo is the first step in becoming a buffalo sponsor! Each potential sponsor is required to fill out the Sponsor Request form found at <https://arcg.is/aWijj>. Once submitted, it will be reviewed and approved through our committee. You will next be contacted to discuss the location of the buffalo.

2. Contracts are an important step for both Tooele City and our sponsors. We want what is best for all parties involved in this project and have put in place contracts so that everyone, including the artist, are on the same page. The purpose of this project is for each buffalo to be a unique piece of art. There are certain rules each buffalo must follow. Logos must not exceed 12in x 12in and the overall buffalo design must be approved by Tooele City and the Tooele Downtown Alliance. We highly encourage creativity and personal touches that are meaningful to the community, the Tooele Downtown Alliance, and the organization.

3. If you already have an artist in mind, great! If not, the Tooele Downtown Alliance has a network of artists that can be contacted for work samples. To simplify the process for sponsors, the artist's commission will be negotiated between the artist and Tooele City. We encourage the use of local artists and that all artists be paid for their time, material, and high-quality work! Once an artist is selected, you and the artist will work closely to create the final design for your art piece.

4. Once you are satisfied with the design, you will then submit it to Tooele City and the Tooele Downtown Alliance for review and approval by emailing [jareds@tooelecity.gov](mailto:jareds@tooelecity.gov).

5. Next is to deliver the buffalo to the artist to begin the painting process. The buffalo can be picked up at the Tooele City Police Department (50 N Garden Street, Tooele). You are responsible for taking care of the buffalo during transit. As needed, volunteers from the Tooele Downtown Alliance can assist with transportation of the buffalo to the artist's desired location to paint. During the painting process the artist will submit updates and pictures, which can be shared on social media by the Tooele Downtown Alliance and Tooele City.



6. Once the artist is done painting and the buffalo is dry, a clear-coat will be applied by the artist. The Tooele Valley Arts Guild is available to advise or assist artists with clear-coats as needed ([tooeleartsguild@gmail.com](mailto:tooeleartsguild@gmail.com)).

7. YOUR BUFFALO IS DONE!!! Volunteers with the Tooele Downtown Alliance will coordinate the pick-up of the buffalo from the artist and the installation at the selected location. Tooele City will also coordinate the installation of a plaque giving credit to the sponsor, artist, and Tooele Downtown Alliance.

**Thank You** for being a part of the Tooele Downtown Buffalo Art Initiative! We have enjoyed going through this process with you and seeing your one-of-a-kind pieces of art come to life.

You make us proud of Tooele.