



ARTS & BUSINESS  
ALLIANCE OF EUGENE

# Arts & Business SERVICE EXCHANGE

*Connecting Eugene's Business and Arts Communities*

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## SERVICE REQUEST

*To be completed by arts organizations, artists and businesses seeking volunteers and pro-bono services or offering paid professional opportunities.*

**Title:** (Provide a short, descriptive title for this specific service request.)

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**Name of Artist, Arts Organization or Business:** \_\_\_\_\_

**Contact (Name):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Description of Requesting Organization:** (Include a short summary of your organization including mission statement, artistic statement, or business description.)

**Service Request Description:** (Describe the specific opportunity including responsibilities, expected outcomes, support and/or training provided, recognition and general expectations.)



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**Required Qualifications:** (Select from the list of skills below and/or provide additional comments in the notes section.)

Audiovisual	Board/Governance	Branding	Event Planning	Finance/Accounting
Fundraising	Graphic Design	Legal	Marketing	Operations
Photography & Video	Printing & Production	Production Assist. <i>(event ushers, concessions, etc.)</i>	Public Relations	Real Estate & Facilities
Research	Social Media	Strategic Planning	Web Design & Development	Writing

Other: \_\_\_\_\_

Notes:

**Time Commitment:** (Note the duration of the assignment and expected weekly or monthly time commitment.)

**Associated Compensation:** (List any expected compensation associated with this opportunity, whether specific or general.)

Volunteer or pro-bono                      Fixed Fee: \_\_\_\_\_                      Negotiable

Notes:

**Other Relevant Information:**

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Return completed forms to **John Barry**, ABAE Managing Director.

If you have any questions about this service request application or the Arts & Business Service Exchange, please contact John Barry.

**John Barry**, Managing Director

[jb@artsbusinessalliance.org](mailto:jb@artsbusinessalliance.org)

541-242-2364

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