

## CHECKLIST FOR SUCCESS WITH LET'S PAINT THE TOWN!

Start with a Town Hall meeting to get the entire community on board. Make sure that you have met with your owners and merchants FIRST!

Locate the following partners:

Contractors that have a passion for preservation

Hardware company partner with discounts

Lumber company partner with discount

Awning partner with discount

Paint discount partner

List of buildings to be enhanced- have a plan, and start with the easiest first and the one that will make a lasting impression-

Take snapshots of your downtown buildings so that you can have Before and After images

One or two designated people to work with the merchant or building owner regarding colors- this need not be a committee!

Committee groups, volunteers, students (with telephone numbers). Make sure that you keep the same hours on Sat each time- do not differ! Make sure you have someone to greet the volunteers and give them instructions to what they will be doing and giving them their supplies (with a smile)

LPTT Posters put in the windows- for the call to action, ours had sponsors, yours will have these as well, the call to action for volunteers and contractors, I am thinking.

LPPT Building

Find a building that someone will donate for use during this time

Shelves labeled by building with paint containers (HINT: put names of buildings or owners on the top of the paint cans or containers)

Volunteer lists, pics of buildings that you are working on in the LPTT building,

Plastic buckets for volunteers in which to put their materials

Tools:

Hammer, screwdriver and a few practical tools- have them donated- keeping in mind, someone borrows, someone replaces it back! Also, please locate a bucket lift and scissor lift- you will need them. Paint brushes, rollers, trays, tray liners, rags, brooms, dustpans, wire brushes, a few ladders, masking tape, gloves, stirrers, paint can openers, caulking guns, and caulk

Make sure that there is a place to wash up brushes, hands and bathroom

Some incentives: give the Rembrandt award for best volunteer painter, give the award for volunteer that shows up the most often- there are all kinds of ways to recognize your volunteers!

Do not be discouraged if an owner cannot paint or clean up. The success of this program is in the result, not by who is working, and how often. We want to recognize the efforts; however, we do not want to compare merchants or building owners to each other in terms of what they give or do not give. We want them to maintain their businesses and look great for tourist and the community. At the end of the day, it is the result of people coming together to help one another.

Make sure that your city attorney draws up a release form for the people working on the buildings as well as the building owners to sign as to avoid any liability issues.

Of course, make sure that the media is there. They can talk to the owners, volunteers, tourism commission, Main Street people, etc.

Hope that this helps a bit! Remember to keep the integrity of the building always in mind in order to remain great stewards of preservation. We do not want to create a false sense of history, as Mark Dennen, from the Kentucky Heritage Council always says!

Best wishes,

Samuel Koltinsky  
Let's Paint the Town!