



## Paint the Town 2019:

### Details for Businesses

NEIGHBORHOOD  
**HOUSING** OFFICE

The purpose of this event is to generate excitement in the community for UWM Homecoming by painting the windows of businesses located near campus in the following perimeter: North: Capitol, East: Downer, West: Oakland, South: North Ave. This event allows the community to see the many talents the UWM campus brings to the community and helps showcase UWM's school spirit throughout Homecoming week.

#### Details

1. Business managers should express interest in writing via email ([housing@uwm.edu](mailto:housing@uwm.edu)) in having their business windows painted by **Friday, October 25<sup>th</sup>**. **Please include the business name, manager name, manager contact phone number, and manager contact email in interest email.**
2. If your business already has a sponsorship package with the Neighborhood Housing Office valued at \$500 or more, the Neighborhood Housing Office will supply the paint and other supplies needed. If you do not have a sponsorship agreement with the Neighborhood Housing Office but want our office to provide the supplies, there will be a charge of \$100.
3. Businesses will be matched with a student organization via an email contact between October 25<sup>th</sup> and October 31<sup>st</sup>.
4. **Hold Harmless Release Form completed by both the student org and business manager** must be submitted in person to the Neighborhood Housing Office before decorating may begin and **no later than October 31<sup>st</sup>** at 5pm, late submissions will not be accepted.
5. Businesses are encouraged to supply the painting and clean-up supplies for the student organization to ensure damage is not done to window decorating area by use of improper supplies up to a total of \$200. Student Organizations have been instructed to only use supplies supplied by each business. Suggestions for supplies are included in a separate document.
6. Decorating may start on **November 1<sup>st</sup>** and must be complete by **November 6<sup>th</sup> at noon**. Student organizations must coordinate with business when to get the decorating done. Dates of decoration must be agreed upon by both the Student Organization and the Business contact person.
7. **Clean-up:** student organizations will be responsible for cleaning the window properly (as detailed in hold harmless agreement) by 3pm on Sunday, November 10<sup>th</sup> at 5pm, unless determined otherwise in the Hold Harmless Agreement.

#### Supplies Suggestions:

- Only tempera paints for the window designs.
- No glitter, glitter paints, or any glitter products.
- Businesses have the discretion to supply whatever supplies they desire
- It is recommended to supply the following: paint, brushes, a drop cloth, and cleaning supplies.
- See Supplies Suggestions Document for links to purchase supplies.

For questions, please contact the Neighborhood Housing Office by emailing [housing@uwm.edu](mailto:housing@uwm.edu), calling (414) 229-6999, or stop into the Neighborhood Housing Office in the Student Union, WG85