

EMILY ARDEN EAKLAND

EVENT PORTFOLIO

PEACE RIDE

One Common Unity | Washington, DC | 2018 | ocupeaceeride.com

OVERVIEW

Support and grow One Common Unity's (OCU) 3rd Annual Peace Ride. This 18-mile bike ride in the heart of Washington, DC, brings together students, staff, volunteers, and committed citizens from across the DMV to support OCU's arts-based nonviolence education programs in DC public schools.

SCOPE OF WORK

Responsible for overall event coordination and production including; 1) Finalizing the performance/class schedule at Base Camp; 2) Confirming vendors and community partners; 3) Coordinating equipment rentals; 4) Coordinating volunteers, staff, and Ride Leaders; 5) Acting as day-of onsite event manager; 6) Assisting with corporate sponsorship procurement; and 7) Coordinating the overall marketing and outreach campaign.

PORCH FEST

Rhode Island Avenue NE Main Street | Washington, DC | 2018 | riamainstreet.org/porch-fest

OVERVIEW

Managed and grew Rhode Island Avenue Main Street's (RIAMS) Annual spring music festival three years in a row, an event which also serves as an economic driver for local businesses. Eight porches (residential and commercial) are transformed into stages for a day of free neighborhood performances.

SCOPE OF WORK

Responsible for overall event coordination and production including; 1) Recruiting and signing all performers; 2) Confirming vendors and community partners; 3) Coordinating equipment rentals; 4) Coordinating volunteers, staff, and Porch Owners; 5) Acting as day-of onsite event manager; 6) Assisting with corporate sponsorship procurement; and 7) Coordinating the overall marketing and outreach campaign.

FALL FEST

Rhode Island Avenue NE Main Street | Washington, DC | 2017

OVERVIEW

Managed Rhode Island Avenue Main Street's (RIAMS) signature annual program, which also serves as an economic driver for local businesses. The two main blocks of RIA businesses are lined with vendors, and a stage of local performances offers entertainment throughout the day.

SCOPE OF WORK

Responsible for overall event coordination and production including; 1) Confirming vendors and community partners; 2) Recruiting and signing all performers; 3) Coordinating equipment rentals; 4) Coordinating volunteers, staff, and vendors; 5) Acting as day-of onsite event manager; 6) Assisting with corporate sponsorship procurement; and 7) Coordinating the overall marketing and outreach campaign.

GRAND OPENING & FUNDRAISER

Keller Williams Capital Properties | Washington, DC | 2016

OVERVIEW

Produced an opening party for Keller Williams Capital Properties' (KWCP) newest location. The event included food and beverage from local vendors and a silent auction of artwork from local artists and student artwork from a nearby elementary school. Proceeds of sales were split between the artists / classroom and KWCP's foundation.

EMILY ARDEN EAKLAND

EVENT PORTFOLIO

SCOPE OF WORK

Responsible for overall event coordination and production including; 1) Recruiting and signing all artists; 2) Confirming vendors; 3) Hanging all artwork throughout the office for the silent auction; 4) Handling silent auction sales; 5) Acting as day-of onsite event manager.

ReCREATING 2003 BUNKER HILL ROAD

ReCreative Spaces | Washington, DC | 2014

OVERVIEW

Launch of the first ReCreative Spaces location. This community arts space featured classes, workshops, performances, and popup markets. The opening event included a live auction featuring a mural commissioned by a local artist. Additional programming included live dance, music, and poetry performances.

SCOPE OF WORK

Responsible for overall event coordination and production including; 1) Designing and constructing the space; 2) Recruiting and signing all performers; 3) Coordinating volunteers and staff; 4) Acting as day-of onsite event manager; 5) Coordinating the overall marketing and outreach campaign.

ADDITIONAL PROGRAMMING

smART Space Program

Office of the Arts for the Recreation, Parks & Cultural Activities Department | Alexandria, Virginia
Curated and managed a call for artists, acted as liaison between city administrators and artists for a pilot 90-day residency program for artists in vacant commercial properties in Alexandria, VA.

Art Gallery Management

Potter's House | Washington, DC

Curated and managed quarterly art shows for a socially conscious cafe, bookstore, art gallery, and event space.