

# Call for Art: Poster Design for Climate Solutions Week

This Call for Art outlines the services requested from an artist or designer to create an original poster promoting Climate Solutions Week for Climate Smart Missoula. The poster will serve as the primary visual asset for marketing and outreach and should capture the overall theme, tone, and significance of the event series.

## Project Overview

Climate Smart Missoula is seeking an artist to design a poster for Missoula's fourth-annual Climate Solutions Week, a series of creative and engaging events from September 26 to October 4, 2026.

The week is focused on de-siloing climate and bringing everyone into the climate movement in a joyous way, no matter their background or skillset. We have events ranging from more formal roundtable discussions and building workshops, to a "climate carnival," fashion show and tree plantings. This year, we are exploring the theme of "home," particularly in connecting us all around stewarding this amazing place we live.

The poster will be used to promote the week and generate excitement among Missoulians of many interests and disciplines. The final design should be original and suitable for both print and digital distribution.

## Objectives

- Create a distinctive poster design that represents the week of events as a cohesive program (draft schedule available [here](#).)
- Communicate key event information clearly and attractively, primarily the dates and where to go to get the full schedule of events.
- Produce artwork that can be adapted for both physical posters and digital promotional use on our website, Instagram and Facebook.
- Deliver final files on schedule and in agreed-upon formats.

## Scope and Deliverables

- Develop one original poster concept based on the event theme and materials provided by Climate Smart Missoula.
- Provide an initial concept or direction for review.
- Incorporate required event information, including title, dates, website, sponsoring organizations (approx. 5 external logos), and Climate Smart Missoula's logo.
- Prepare final artwork for print and digital use.
- Deliver final files in both PDF and PNG format.
- Also provide an original file that Climate Smart Missoula may use to resize artwork for social media, website and additional marketing.

## Creative Direction

The design should reflect the spirit and purpose of the week of events: finding joy in being part of climate solutions and stewarding this place we call home. "Home" in particular is a theme we would like to focus on this year. We believe this fall will be a divisive time as elections near; we would like to celebrate what unites us and to inspire people to see themselves as part of the climate movement. This week is meant to appeal to a broad audience across Missoula County. We are open to all visual styles and will offer our brand guidelines for color palette inspiration; we do not require you to only use our brand colors, however any border should be from our brand palette. The poster should balance creativity with readability, ensuring that essential event details are easy to locate and understand.

## Timeline

- Issue date of solicitation: Monday, June 1, 2026
- Proposal or expression of interest due: Friday, June 19
- Artist selected: Friday, June 26
- Initial concept due: Friday, July 17
- Feedback from client: Wednesday, July 22
- Revised design due: Wednesday July 29
- Final approved files due: Monday, August 3, 2026

## Budget and Payment

The total budget for this project is \$800, with room for negotiation. 50% of the payment will be delivered upon artist selection and the remaining 50% paid upon final file delivery. Any

expenses beyond the agreed project fee must be approved in writing in advance. Additional work outside the agreed scope, including extra deliverables or substantial redesigns, may require a separate agreement or change order.

## Revisions

The project fee includes up to 2 rounds of revisions. A revision round consists of one consolidated set of feedback from Climate Smart Missoula. Requests that substantially change the approved direction or add new requirements may be treated as out-of-scope work and billed separately. An agreed upon additional bill rate will be included in the final contract.

## Rights and Ownership

Unless otherwise agreed in writing, the artist retains copyright to preliminary concepts and unused drafts. Upon final payment, Climate Smart Missoula will receive exclusive rights to use the final approved poster for promotional purposes related to the week of events, including print and digital distribution. Any broader licensing, merchandise use, or transfer of source files should be specified in the final agreement.

## Submission Requirements

- Brief statement of interest or proposal.
- Portfolio samples or links to relevant past work.
- Estimated fee or confirmation of ability to work within the stated budget.
- Proposed timeline for completion.
- Contact information, including name, email address, and phone number.
- Please email all submission materials to [shanti@climatesmartmissoula.org](mailto:shanti@climatesmartmissoula.org).

## Client Responsibilities

Climate Smart Missoula will provide timely access to the event schedule, approved copy, logos, branding guidance, and a designated point of contact for feedback and approvals. Delays in providing materials or feedback may require adjustments to the production timeline.

## Evaluation Criteria

- Artistic quality and relevance of prior work.
- Demonstrated ability to communicate event themes clearly.
- Responsiveness to the project brief and timeline.
- Cost and overall value within budget.

## Acceptance

By submitting a proposal, the artist acknowledges the requirements described in this Scope of Work and agrees to perform the services in accordance with the final negotiated agreement, schedule, and compensation terms.

Please reach out to Shanti Devins at [shanti@climatesmartmissoula.org](mailto:shanti@climatesmartmissoula.org) with questions.