

## Installation of Artworks: Conceptual Review Checklist

Please provide one copy of each item, unless otherwise noted, and one disk with digital files of each item.

Project:  Submission Date:

- Application** signed by the Commissioner or designated City agency representative
- Artist's Statement and Project Scope**
  - Concept and physical description of artwork
  - Community/neighborhood context
  - Funding sources and any scheduling constraints
- Artist's current curriculum vitae**
- Presentation**

Format:

  - PowerPoint or PDF, no larger than 30 MB
  - Two (2) 11" x 17" color printouts
  - Do not use spiral or plastic bindings, plastic covers, or black/colored backgrounds.

Content:

  - Examples of the artist's prior work
  - Artist's Percent for Art panel proposal
  - Location plans (borough and neighborhood)
  - Existing and proposed site plans (scale: 1" = 40'), indicating the proposed location of the artwork
  - Site photographs with map indicating views
  - Drawings/renderings of the proposed work in situ
- Site Photographs**
  - Minimum of eight (8) views
  - Printed in color on non-glossy (matte) photo paper at 8.5" x 11"
  - Labeled on the back to indicate view
- Community Board resolution** or written confirmation of the Community Board review