

Public Art Checklist

There are many aspects to planning a public art project. GCA recommends that you utilize this checklist to ensure that you have addressed all facets of your project.

- **Partnerships:** Have you included a diverse group of community members to help put together your project plan?
- **Community Input:** Do you have a plan to get public input from all parts of the community for the project and the design to ensure that you have support and buy-in?
- **Location:** Do you have an agreement with the owner of the site where the artwork will be located?
- **Historic Building:** If a mural will be on a historic building, have you checked with _____ to ensure the project will not damage the building?
- **Site Prep:** Have you included any site preparation (landscaping, tuckpointing, etc.) or equipment rental in your budget?
- **RFP:** Have you drafted a call for artists that clearly outlines the scope and budget of the project?
- **Professional Artists:** Have you enlisted arts professionals to assist with the selection of the artist?
- **Contract:** Do you have a contract for the artist that clearly outlines the
 - Scope of work
 - Budget
 - Schedule and deadlines
 - Process through which the final design will be approved
 - Manner in which changes are requested
 - Payment schedule
 - Way the artist will be credited on the work
 - Entity that will pay for materials, equipment, site preparation, etc.
- **Copyright:** Do you understand that the artist will retain the copyright for the work, but you should request permission to use images of the work for publicity?
- **Maintenance:** Do you have a plan to pay for upkeep on permanent works of art? Do you plan to get a plan for estimated maintenance from the artist?

For examples of documents and additional information on all aspects of planning a public art project, go to Americans for the Arts' Public Arts Network- <https://www.americansforthearts.org/by-program/networks-and-councils/public-art-network/tools-resources/public-art-administrators>