

Submission Preparation and Submission Instructions

Format

- Submission Form
- Submit a folder marked "Submission Form – Artist Name" as a PDF Adobe Acrobat DC and no larger than 10 000 KB

Proponent Contact

The name, telephone number and email address of the artist or artist representative who may be contacted for clarification or other matters relating to the proposal should be provided.

Content

Résumés in PDF should be attached to the Content of Submission in the form of appendices.

Any other supplemental documentation that does not respond directly to the request for qualifications (RFQ). The City and evaluation team will not consider supplemental documentation submitted in the evaluation of submissions. Proponents shall assume that the evaluation team has no prior knowledge of their facilities and experience and will base its evaluation on the information presented in the proposal.

Samples of Public Art

Submit one electronic folder with a maximum of 10 files of digital images and or video/new media submissions of previous work following the submission procedure listed below. Artist teams are also to submit a maximum of 10 files. Please include link in the web form for easy download.

Proponents, who wish to include a combination of digital images and video/new media content, are to submit no more than 10 files total. For each minute of video/new media content subtract one digital image.

Materials that require specialized software, plug-ins, extensions or other executables that need to be externally downloaded or installed, or materials that are embedded in any type of presentation, such as websites or Word or PowerPoint documents, will not be accepted.

- i) Digital Images: Submit one electronic Pdf folder with "Artist Name – Digital Images" with a maximum of 10 digital images of completed or currently in progress public art commissions. Teams are to submit a maximum of 10 images.

Digital Images must be:

- PC compatible .jpg, .tiff, or .bmp format
- 72 dpi, no larger than 2 MB each
- RGB format with a maximum of 1240 pixels (along the longest side)
- Named with a number (corresponding to the Image List) followed by title, date, medium, metric dimensions and cost, each separated by an underscore.

Examples:

01_Title_date_medium_height x width x depth cm_-\$cost.jpeg

02_Untitled--_2015_LED and resin_1 x 4.5 x 7 m_\$250,000.jpg

- Submitted on a downloadable link url: (no zip disks, hyperlinks, or other e-mail submissions)

ii) Video/New Media: Submit one electronic folder with a maximum of 10 files with no more than 10 minutes of content total. The corresponding media list should include detailed cue instructions (i.e. Start watching at 1 min. 20 sec), chapter or time code, and the duration of the work.

Video submissions must be:

- PC compatible
- Viewable in Windows Media Player or QuickTime
- Named with the number corresponding to the media list number followed by title and date of completion, separating each with an underscore

Example: 01_ Title _Date.avi

- We will not accept materials that require specialized software, plug-ins, extensions or other executables that need to be downloaded or installed

You are responsible to test your submission materials to ensure readability.

iii) Image List | Media List: Submit a completed Image List and/or Media List with detailed information on samples of previous work and include in the electronic folder with the images/media files. Arrange images in order of creation with the most recent artwork first.