

## **Typical Public Art Project Process/Checklist**

1. Determine project budget
2. Determine who is paying the artists and how much
3. Get initial OK from Arts Commission and/or relevant City Departments to proceed
4. Draft and post an RFQ or RFP to artists
5. Assemble a selection panel and review responses
6. Interview artists if needed
7. Select final artist(s)
8. Hold a community/neighborhood meeting and/or do targeted outreach about project
9. Post notices on site if needed
10. Get Arts Commission final approval of designs at public meeting
11. Obtain proper City contracts are in place and artists have liability insurance on file
12. Manage installation/coordinate will necessary City departments