

Checklist for Artist Selection Process

Metro Nashville Arts Commission

1. Project Planning

- Site selection
- Develop project scope, goals and budget
- Create timeline (see Addendum A: Project Timeline)
- List stakeholders and the agencies from whom technical approvals are required
- Develop communications plan. Create one-page project overview for stakeholder meetings, including talking points
- Develop RFQ or RFP/Call-to-Artist plus any support materials, both electronic and printed, and determine distribution channels
- Begin meeting with stakeholders and gaining required approvals. Compile feedback report for Public Art Committee.
- Distribute Call-to-Artist

2. Organization of Submissions

- Order supplies (see Addendum B: Supply List)
- Create artist database (see Addendum D: Artist Information Form)
- Set up Post Office box rental for receipt of responses
- Set guidelines for submission status (complete vs. incomplete)
- Determine how to handle submissions received after deadline
- Decide how to treat an artist team, in terms of gathering and tracking data
- Designate a work area for organization and storage of submissions
- Stamp receipt date on each submission
- File submissions in folders in alphabetical order after determining if they are complete.
- Enter data into database
- Once deadline has passed, with folders in alphabetical order, put slides (up to 20 per artist) into carousels and with removable labels mark carousel on four sides with artist name, carousel number and slide numbers
- Produce carousel key, which will be in alpha order by artist last name (see Addendum C: Carousel Key)

3. Preparation for First Selection Panel Meeting

- Appoint selection panelists and set meeting date(s)
- Create copies for panelist binders of: a) artist cover letter and b) slides description sheets
- In front of panelist binders, insert: a) cover letter to panelist with meeting dates and other logistics; b) sample rating sheet; c) AFTA monograph on history of public art; d) panel roster; e) project timeline; f) project overview; g) other reference material (Plan of Nashville 10 principles) and h) Call to Artists /RFQ
- Deliver panelist binder to each selection panelist and give brief orientation including suggestions on reviewing information in preparation for panel meeting
- Gather and set-up presentation materials (carousels, artist files, carousel key, slide projector with extra bulb, screen, laptop with multi-media projector)
- Prepare agenda and opening remarks, including project goals and site review

4. Preparation for Semi-finalist Artists' Site Visit and Second Selection Panel Meeting
 - Plan site visit for selected semi-finalist artists, including outside speakers, meals, visit to site, and other logistics
 - Make artists' hotel reservations for site visit and proposal presentations
 - Prepare e-mail to semi-finalist artists with all travel and lodging details as well as proposal format (30 minutes for presentation followed by 15 minutes Q & A with panelists)
 - Determine equipment needs for second semi-finalist presentations
 - Respond by e-mail to all semi-finalist artists to each question posed from that group of artists
 - Prepare agenda for second selection panel meeting in which semi-finalist artists present proposals
 - Prepare selection panel recommendation to Public Art Committee
 - By telephone and letter, notify artist selected and those not selected
 - Develop communication plan for announcement of selected artist(s) and arrange for public display of semi-finalist entries
 - Negotiate artist contract

Addendum A: Project Timeline
Metro Nashville Arts Commission

Distribute Call-to-Artists - Friday, November 5, 2004
 Deadline for submission of artist materials - Wednesday, December 15, 2004
 Organize entries for panel review - December 15 through January 15, 2005
 Commission meeting – Present selection panel for approval; Thursday, January 20, 2005
 Out-of-town juror arrives to facilitate process - Monday, January 31, 2005
 Initial meeting of the selection panel - Tues-Wed, Feb. 1-2, 2005
 PAC approves semi-finalist list - Tuesday, February 8, 2005
 Announce short-listed artists - Week of Feb. 6, after PAC meeting
 Short-listed artists make site visit to Nashville –Tuesday, March 1, 005
 Short-listed artists interviews - Tues., May 10, 2005
 MNAC action on PAC-recommended artist - Thurs., May 19, 2005
 Announce selected artist - Thurs., July 21, 2005
 Project construction begins - summer, 2005

Addendum B: Supply List
Metro Nashville Arts Commission

- Carousels (expected number of submissions divided by four)
- Light colored file folders (will hand-write labels initially, so no labels needed)
- cardboard for packaging returned slides
- masking tape for packaging returned slides
- plastic slide sheets (in case some slides are not in slide sheets)
- Printable Post-it labels to affix artist name and slide numbers to carousels
- Date receipt stamp
- Boxes for files
- Extra slide projector bulb or back-up slide projector.

Addendum C: Carousel Key

East Bank Greenway Public Art Project
Sort by Artist

Artist Name	Carousel No.	Slide No.
Awala, Ben	1	01-20
Harris, Sally	1	21-40
Martinez, José	1	41-55
Smith, John D.	1	56-75
Stanley, Mickey	2	01-20
Yarborough, Barbara	2	21-40

Addendum D: Artist Information Form
Metro Nashville Arts Commission

1.	ID
2.	DateReceived
3.	FName
4.	Middle
5.	LName
6.	Org
7.	Addr
8.	City
9.	State
10.	Zip
11.	Phone
12.	Fax
13.	Mobile
14.	Email
15.	Website
16.	LetterReceived
17.	SlideReceived
18.	SlidsListReceived
19.	ResumeReceived
20.	ReferenceReceived
21.	SASEReceived
22.	CompleteSubmission
23.	SlidesLoaded
24.	SlidesUnloaded
25.	DateMailed
26.	Comments
27.	CarouselNo
28.	SlideNo
29.	TeamName
30.	TeamMembers
31.	CopiesMadeLetter
32.	CopiesMadeSlide