



POST-PLACEMENT VISIT CHECKLIST

Congratulations on your new collection of original artwork! This list will help you fulfill your responsibilities and meet all deadlines* in order to complete your placement. *Please be in touch with us if we can be helpful while you pick up, frame, install, and label your artwork and recognize the art donors.*

Art Pickup

- a. Contact art donors and/or The Art Connection office to schedule pickups **within 15 days**.
- b. Take possession of the artworks **within 30 days**. If not able to pickup **within 3 months**, artwork may be pulled from placement.
- c. Vehicle must be large enough to safely transport art (sizes indicated on confirmation letter).

Deed of Gift and Agreement

Your packet includes **three** copies of each deed for: 1) art donor 2) your agency 3) The Art Connection.

- a. A person with signature authority for your agency must **sign all deeds before you pick up art**.
- b. When picking up artworks, bring deeds for **art donors to sign all three copies and hand one to art donor for their records**. Then, mail one completed deed to The Art Connection.
- c. For art picked up at The Art Connection, bring deeds along when you have scheduled pickup. We use digital signatures for art donors and you will be able to leave two deeds with us.

Framing and Installing Work

- a. Frame all works that require framing (as indicated in your packet) in an appropriate way. You may speak with artists directly for framing suggestions.
- b. Check our list of framers or contact a local framer that may be able to offer a discount.
- c. We recommend having work secured (not just nailed) to the walls. See our Secure Art Installation sheet for details.

Stickers & Plaques

- a. Attach stickers to the backs/bottoms of all artworks **before installation**.
- b. Mount plaques **on the walls next to each artwork** after installation.
- c. Check our stickers and plaques tip sheet for further instructions.

Recognition

- a. Send every art donor a thank you note/letter.
- b. You also can thank art donors by:
 - i. mentioning the art placement in your newsletter, annual report, or on your website
 - ii. inviting them to a reception (see our agency reception guide), or for a visit to your agency
- c. Add a link to The Art Connection on your website with the following statement: “[Agency Name] has received donated original artwork through a local organization, The Art Connection. To learn more, please visit their website at www.theartconnection.org.”

Schedule your Art Reception OR Inventory Visit

- a. Host an Art Reception. This optional, but encouraged. See the Art Reception Guide for details
- b. OR schedule an Inventory Visit and our staff or volunteer will tour your collection

In six months, you will receive an e-mail with a **Six Month Report**. Submitting this will complete your file. **All art, plaques, and stickers must be installed within NINE months**. Not meeting this deadline may result in your agency will not being able to keep the art.

*Deadlines cited are from the date marked on the confirmation letter in your placement packet.