



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 Pick Up

- a. Contact artists and/or The Art Connection office to schedule pickups **within 15 days**.
- b. Take possession of the artworks **within 30 days**.
- c. Your vehicle must be large enough to safely transport art. Sizes indicated on confirmation letter.

Deeds of Gift

Your packet includes three copies of each deed for: 1) art donor 2) your records 3) our records.

- a. A person with signature authority for your agency must **sign all three deeds** provided in your placement packet **before you pick up art**.
- b. When you pick up the works, the **art donor must sign all three deeds**.
- c. For work picked up at The Art Connection, bring the deeds to us. We send them to donors for their signature and forward you a copy.

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. Check our [Secure Art Installation](#) sheet.

Stickers & Plaques

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

➤ **All artwork must be installed along with corresponding plaques and stickers within NINE months.**

Art not installed may be made available to other agencies and your agency will not be able to keep the art.

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 [reception tip sheet](#)), 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.”

In six months, you will receive an e-mail with a **Six Month Report**. Submitting this will complete your file.

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