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.