

Art Selection Committee Meetings Report

1. Orientation Meeting

This first page must be completed by the designated ASB Administrator within fourteen (14) days of the meeting.

Project #, name, location:

Art allocation:

Meeting Date, Time & Location:

AGENDA

- Introduction of **Art Selection Committee** Members (provide **name, title, address, phone, email** of each member):

User Agency Representative:

Occupant Representative:

Architect:

Project Director:

Visual Arts Representative:

Visual Arts Representative:

ASB Administrator:

- Overview of the ASB Program
- Discussion of recent & current developments in public art
- Review of facility & construction schedule
- Discussion of potential sites, media & materials
- Determine method of soliciting entries
- Determine deadline for entries, if applicable _____ (date)
- Schedule Image Review meeting _____ (date & time)

MINUTES

Signature of ASB Administrator _____ Date _____
FLORIDA ART IN STATE BUILDINGS PROGRAM

Art Selection Committee Meetings Report

2. Image Review Meeting

Project #, name, and location:

Original Art allocation:

Implementation expenses:

Meeting Date, Time & Location:

In Attendance:

ASB Administrator

Architect

User Agency Representative

Visual Arts Representative

Occupant Representative

Visual Arts Representative

Project Director

Other(s) _____

AGENDA

- Review of image review procedures
- Review of facility & construction schedule
- Brief blind review of all entries
- Subsequent reviews with discussion
- Finalists selected and/or artwork(s) selected for purchase
- Finalist Review Meeting scheduled _____ (date & time)

List the names & city/state of finalists

AND/OR

List artwork(s) selected for purchase

NAME _____

Artist _____

Title _____

NAME _____

Artist _____

Title _____

NAME _____

Artist _____

Title _____

For each purchase, a Selection Details report must also be completed!

MINUTES

IMPLEMENTATION EXPENSES

The Art Selection Committee has determined to set aside the following amounts from the project's art allocation for various Implementation Expenses (list amounts, purpose & total):

\$_____ per finalist for a presentation/proposal fee

\$_____ for advertising the project

\$_____ for public educational efforts

\$_____ for project administration (up to 15%)

\$_____ for publicity documents following installation

\$_____ for signage

\$_____ for installation costs not the responsibility of the artist

\$_____ other _____

Total Implementation Expenses = \$_____ (does not exceed 20% of the project's art allocation)

Signature of ASB Administrator

Date

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3. Finalist Review Meeting

Project #, name, and location:

Original Art allocation:

Implementation expenses:

Meeting Date, Time & Location:

AGENDA

- Review of program procedures
- Review of finalists' entry images
- Finalist Presentations or Proposals
- Next meeting scheduled (if applicable) _____ (date & time)

List Artists giving ____ Presentations OR Artists making ____ site-specific Proposals:

_____	_____
_____	_____
_____	_____

The Committee selected the following by majority vote:

artist	artwork description
artist	artwork description

For each commission, a Selection Details report must also be completed!

RECORD OF VOTE:

User Agency Representative
 Occupant Representative
 Architect
 Visual Arts Representative
 Visual Arts Representative

Approve

Disapprove

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

MINUTES

SELECTION APPROVAL

I approve of the Committee's selection of the above named artist(s) and artwork(s) and of the art selection process:

User Agency Representative Date

Project Director Date

Signature of ASB Administrator Date