

Artist Brief

Background to the project – who is commissioning it and why; some information about the location and the people who normally use it. Try to avoid NHS or medical jargon e.g. SCBU, PFI, Phlebotomy, etc.

Theme (if there is one)

Aims and objectives of the project

Design requirements – think about the particular environment in terms of content, durability, maintenance...

Areas for artwork – details of available areas, with dimensions and photographs, if these have already been selected – this gives an idea of the location without artists having to visit in advance. Will 3D work be considered or only 2D work?

The budget – if this is not yet known or depends on the outcome of funding applications, then say so, but a ballpark figure helps to give an idea of what is feasible.

Conditions e.g.

- A contract will be drawn up in discussion with the artist once the commission has been agreed
- The artist will be responsible for the insurance of the work until it is delivered to the hospital
- The artwork will remain the property of the artist until payment has been made in full
- The artist will be credited as the designer and maker of the work in any publicity materials

Tender information

How to apply and what to send. N.B. it is not usual to ask for project ideas without payment, at this stage; ask for CV or biography and examples of previous work. A fee may be offered when artists have been shortlisted, to develop ideas for further consideration.

Deadline for applications and where to send them