

Art commissioning project timeline

What	How	When
Decide what we want to commission:	<p>Involve others in deciding:</p> <ul style="list-style-type: none"> • Why are we commissioning an artwork? • Where will it / they be located? • Who uses the space? <p>Does the artwork need to fulfil any criteria, such as:</p> <ul style="list-style-type: none"> • Make people feel welcome • Provide positive distraction for patients • Use particular materials • What media might be appropriate? 	
Draw up a brief for the artist(s)	<p>The brief should include:</p> <ul style="list-style-type: none"> • Aims and objectives of the commission • Context: background to the project • Description of the artist's role • Possible themes for content • Constraints on materials • Location, site description and plans • Degree and type of consultation required • Maintenance and durability requirements • Timetable and phasing • Budget and payment schedule • Clarification of copyright and ownership • The brief will be checked with site manager, health and safety / fire office, infection control etc before it is finalised 	
Advertise for artists (open submission)	<p>Place an advert in key artist publications:</p> <ul style="list-style-type: none"> • Artists' Newsletter • Arts Council England – Arts Jobs (online) • www.publicartonline.org.uk 	
Send brief to artists	<p>Include background information about the Trust and the department and photographs of the site – then they don't need to make a site visit before making a proposal</p>	
Review applications received from artists	<p>Artists will be asked to send a CV, a statement outlining why they are interested in the commission and up to 12 images of previous work</p>	

Shortlist and interview artists	<p>Set criteria for selection:</p> <ul style="list-style-type: none"> • Quality of work • Ability to communicate and present themselves • Appropriateness of work • Previous healthcare, community or public art experience <p>Decide who will sit on interview panel</p>	
Appoint artist(s)	If possible, cover travel expenses for interview, especially for unsuccessful applicants	
Issue artist with contract	<ul style="list-style-type: none"> • Fees payable and any agreed instalments • Timetable and phasing • Ownership • Copyright and reproduction rights • Delivery and installation • Maintenance and repair 	
Ensure artist has all they need to start work	<ul style="list-style-type: none"> • Site map • Tour of department • Key contacts in department 	
Approval of draft designs	<ul style="list-style-type: none"> • Initial ideas and concepts: several options • May still need detailed costing • Technical issues may need testing 	
Approval of final designs	<ul style="list-style-type: none"> • Fully costed • Health and safety checked • Any technical / installation requirements tested 	
Fabrication & installation	<ul style="list-style-type: none"> • Decide who will install work: Facilities staff or specialist art installers? • Plan installation so as not to disrupt service provision 	
Celebration	<ul style="list-style-type: none"> • Document the project with photographs, collect staff and patient comments • Press release to local press (and to national and/or trade press e.g. Health Service if judged worthwhile) • Opening event and thank everyone including artist 	