

APPENDIX 1

JOHNSON COUNTY PARK & RECREATION DISTRICT PROCEDURE CHECKLIST FOR DONATED ARTWORK

Materials and Information required to be submitted with initial donation proposal to Johnson County Park & Recreation Donation Form

- The Artist's Curriculum Vita and Portfolio that includes slides, photographs and reviews of past work.
- Budget Plan to include funding plan, anticipated installation costs and long-term maintenance costs.
- Description of the Installation Procedures
- Donated Artwork Piece

OR

Information Package that allows full understanding of the nature of the proposed artwork including:

- artwork description
- conceptual drawings
- artist's renderings
- technical construction drawings (as appropriate, to allow evaluation),
- sample material(s)
- site plan to scale
- Representational illustrations or photographs of the artwork or scale model of the completed work on its proposed site.

Any other pertinent materials that will assist JCPRD in the evaluation of the donation.