



## **NOTICE & AGENDA of A SPECIAL MEETING OF THE PUBLIC ARTS ADVISORY COMMISSION**

The Public Arts Advisory Commission will hold a special meeting on **Tuesday, November 12 at 9:30 am** in ROOM 110, City Hall, 419 Fulton Street

### **AGENDA**

1. Roll Call
2. Discussion on Banners and Boxes Policy and Application
3. New Business
4. Public Comment
5. Adjournment with Roll Call Vote



## APPLICATION BANNERS AND BOXES

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**This is a public art installation. Artwork will be available for display online through the City's website on [www.peoriagov.org](http://www.peoriagov.org). There is \$500 in compensation per selected artwork for the display period.**

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1. This application is being made by a person who resides in Peoria, Illinois or who has a studio in Peoria, Illinois.

☐ Yes      ☐ No

2. This is for consideration of a:

☐ Banner      ☐ Box      (check one only)

3. Contact Information (if studio is in Peoria, please list your studio address):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

4. What is the name of the proposed artwork? (You may submit up to three pieces of artwork, with a separate application for each piece of artwork).

\_\_\_\_\_

5. **Please download the document for either Banner or Box and sketch how you would like your artwork represented on the Banner or Box. You may only submit for the category in which you are being considered (do not submit a Banner and Box sketch in one application).**

### **CHECKLIST OF DOCUMENTS TO BE SUBMITTED**

1. ( ) High- quality photograph of the proposed artwork taken by a professional photographer.
  - a. Images should be saved individually as PNG or JPG and be at least 300 dpi.
  - b. All digital images should be clearly labeled with name of artist, title of work, and image number. STYLE:Artistfirstlastname-imagename-imagenumber Example: StacySmith-BeautifulArtwork-1
2. ( ) A drawing/sketch of how the design will appear on all sides of the Box or Banner (you will be required to use a 360 degree flattened rendering for the sketch or the banner pdf).
3. ( ) Artist statement regarding the proposed artwork
4. ( ) Short biography for the artist (125 words maximum)
5. ( ) Resume
6. ( ) Signed agreement for the City to use the artwork for a period of one year, including a hold harmless and indemnity provision within this agreement

### **APPROVAL PROCESS STEPS**

1. Send this application with the required documents to Strategic Communications Manager, Stacy Peterson, at [speterson@peoriagov.org](mailto:speterson@peoriagov.org) by 5:00 p.m. on March 8, 2025.
2. Applications will be reviewed during a specially scheduled Public Arts Advisory Committee (“PAAC”) meeting in March of 2025.
3. After the special PAAC meeting in March, Stacy Peterson will notify artists of their approval.
4. Payment of \$500 for each piece of artwork selected will be made to the artist via check by June 30, 2025. The check will be mailed to the artist at the address provided on this application.
5. After being notified of approval, and prior to the check being issued, the applicant must complete the Agreement for the City to use the artwork for the display period, approximately a year, including a hold harmless and indemnity provision within this agreement. This must be emailed to Assistant City Attorney, Mas Perkins, at [mperkins@peoriagov.org](mailto:mperkins@peoriagov.org). No check will be issued until this Agreement is executed and confirmed as received.