

## TEMPORARY ART INSTALLATION REQUEST

PLEASE FILL-OUT, SIGN THE FORM AND RETURN TO FACILITIES AND PLANNING

Application Date:	
Request for Art Installation Date & Time:	Removal & Clean-up Date & Time:
Applicant's Name:	Contact Phone & Email:
Professor's Name & Course (if applicable):	Professor's Email & Extension:
1 <sup>st</sup> Location Requesting Permission for Installation:	
2 <sup>nd</sup> Alternate Location Requesting Permission for Installation:	
<p><b>1. Provide a brief written proposal describing the art installation.</b> Limit this to one/two paragraphs (include dimensions).</p>	
<p><b>2. Describe how you intend to install the piece.</b> i.e. what materials/tools to be used and how the art will be installed and secured</p>	
<p><b>3. How do you propose to disassemble the art piece and what is the plan for removal and clean up of art materials and the space at the end of the installation period.</b></p>	
<p><b>4. Submit a visual of the proposed art:</b> Visuals may include drawings, photos, copies, prints, etc. and how it will fit in the location. (Please attach to proposal.)</p>	
<p><b>5. Additional Comments</b></p>	

01/2009