

## Public Art Review Panels

### Time and Task Estimates

The purpose of Public Art Review Panels is to review, analyze, and consider the quality and impact of public art proposals in respect to specific projects and their respective goals and future impact. Public Art Review Panels generally consist of community members, City staff, and other stakeholder representatives.

The Public Art Review Panel process generally takes between 4-8 weeks, depending on project size and number of applicants received.

| Responsibility             | Activities / Duties                                                                                                                                  | Estimated Time  |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Project Preparation        | Review project documents (RFP, RFQ, etc.), attend in-person or virtual training (if needed.)                                                         | 2 Hours Total   |
| Panel Meetings             | Attend various in-person or virtual meetings to discuss project, applicants, finalists, selected artist, etc.                                        | 4-6 Hours Total |
| Applicant Review & Scoring | Review applications and portfolios. Complete matrices, feedback forms, and/or questionnaires, etc.                                                   | 4 Hours Total   |
| Finalist Review & Scoring  | Following the selection of finalists, review final proposals, timelines, and budgets. Complete matrices, feedback forms, and/or questionnaires, etc. | 2 Hours Total   |
| Finalist Presentations     | Attend finalist presentations virtually to hear in-depth explanations of proposals, ask questions, exchange ideas, etc.                              | 4-6 Hours Total |
| Follow-Up Meetings         | Attend in-person or virtual meetings with panel and/or selected artist                                                                               | 3 Hours Total   |
| General Tasks              | Reading and responding to emails, coordinating schedules, reviewing additional information or research.                                              | 2 Hours Total   |