

# Request for Proposal (RFP) 2018 Langley Street Dance Artwork

## INTRODUCTION

The Langley Main Street Association (LMSA) is accepting submissions from artists to prepare artwork to advertise the Langley Street Dance to be held on Saturday, July 14, 2018. The artwork will be used for posters and t-shirts.

The artist or artists selected will receive a \$250 stipend to cover their costs. Artists may submit up to two works for consideration. Artists or collaborations will be required to enter into a contract with the LMSA, agreeing to abide by the terms and conditions included in this RFP. No additional and/or contingency funds will be available for RFP applicants.

## ARTWORK GUIDELINES

1. This call to artists is open to all artists.
2. The works will be used for posters and t-shirts.
3. The work needs to be submitted by March 30, 2018.

## SELECTION PROCESS

1. The LMSA will select the art.
2. The LMSA Board will have the final decision-making authority on the selection of the artwork.

## ART SELECTION & APPROVAL CRITERIA

Selected artwork will be original work completed by the submitting artist/collaborative artists, Preference will be given to South Whidbey artists. The following criteria govern the selection of public art in the City of Langley and will be utilized by the LMSA during the process of review, selection, and approval of public art:

Artistic Quality and Originality: The strength, originality and creativity of the artist's proposal and compatibility to transfer to t-shirt art.	20 points
Context: The appropriateness of the concept for the event	15 points
Preference: South Whidbey artists	5 points
Design: Ability to integrate event details	10 points

## ARTISTS' RESPONSIBILITY

If selected by the LMSA, the artist will:

- A. Sign and abide by the terms stated within a Personal Services Contract.
  - 1. Artist retains all rights and interest in the artwork except for rights of ownership and possession, as passed to the LMSA upon final acceptance.
  - 2. The artist agrees not to make an exact duplicate of the work or permit others to do so, except by written permission of the LMSA.
  - 3. The LMSA agrees to give artist appropriate credit on all materials including copyright symbol, name of artist, title of piece, and date of completion where appropriate.
- B. The artist warrants:
  - 1. The artwork is an original product of the artist's own creative efforts and does not infringe on any third party's copyrights or other intellectual property rights.
- C. Execute, complete, and provide artwork to the LMSA in a timely and professional manner.
- D. Maintain an effective working relationship with project team and the LMSA.
- E. Advise the LMSA immediately of any significant changes to the scope, materials, or design of the work after contracts signed. (All changes must be reviewed and prior to completion).

## TIMELINE

February 8, 2018	Announcement of RFP
March 30, 2018	Deadline for receipt of application materials ( <b>NO EXCEPTIONS</b> ).
April 16, 2018	The LMSA to complete review process.
June 1, 2018	Posters get printed and advance t-shirts sales begin

## TERMS

The LMSA will not accept responsibility for loss or damage of artists' submission materials.

## APPLICATION GUIDELINES

The application will include all of the following:

A one-paragraph statement about the proposal.

- 1. A stamped self-addressed envelope must be included if return of submission materials is desired.
- 2. All images must be submitted in hard copy in full color and sized 11 X 17 ledger as well as in JPEG format (file name extension .jpg) and RGB color mode. We recommend uploading files that are 72 pixels-per-inch (ppi) because a higher resolution does not add clarity when

viewing images on a computer screen. It is recommended that applicants keep copies of original images.

Application can be submitted as follows:

1. Email: [mainstreet@whidbey.com](mailto:mainstreet@whidbey.com)
2. USPS: Langley Main Street Association  
Attention: Michaleen McGarry  
PO Box 1226  
Langley, WA 98260
3. Hand delivered: 195 Second Street, 2<sup>nd</sup> Floor in Langley, WA  
Office hours are by appointment only. Call 360-929-9333 to arrange/schedule delivery.

