

**Hawai‘i State Foundation on Culture and the Arts**  
**Art in Public Places Program**

Exhibition Visits by Acquisition Award Selection Committees (AASC)

**GUIDELINES**

Acquisition Award Selection Committees visit exhibitions to recommend works for the Art in Public Places Collection. To request a committee to visit your exhibition, please complete and submit a request form to the Hawai‘i State Foundation on Culture and the Arts at 250 S. Hotel Street, 2nd Floor, Honolulu, HI 96813. If you have any questions, please call (808) 586-0304.

1. Deadline for requests

Requests must be received at the Hawai‘i State Foundation on Culture and the Arts at least 6 months prior to the opening reception of the exhibition.

2. Qualifications

a. Museums, galleries and arts organizations must meet the following qualifications:

- Have experience operating full-time for at least one year
- Maintain an annual exhibition schedule
- Follow an established procedure in which exhibition concepts, artists and works of art are selected by a visual arts professional

b. Exhibitions should have the following characteristics:

- Juried exhibitions should be open to the widest possible segment of artists
- Curated exhibitions should feature some works that meet the below criteria
- All exhibitions should reflect a high level of professionalism in the visual arts field

3. Exhibition selection process

The Art in Public Places Program staff recommends exhibitions for the AASC schedule based on application information. Exhibitions are placed on the schedule only after they are approved by the Commission of the Hawai‘i State Foundation on Culture and the Arts.

4. Art selection criteria

Works are recommended for the APP Collection based on the below criteria:

- Quality – high aesthetic value, craftsmanship and originality
- Style & nature – appropriate in material, form and content for display in State buildings
- Significance – important to the visual arts of Hawai‘i
- Permanence – structurally sound, good physical condition and low maintenance
- Portability – light enough to be transported by a few people
- Price – appropriate within current market

**Hawai'i State Foundation on Culture and the Arts  
Art in Public Places Program**

Exhibition Visits by Acquisition Award Selection Committees (AASC)

**REQUEST FORM**

Please complete a request form for each exhibition and send it to the Hawai'i State Foundation on Culture and the Arts at 250 South Hotel Street, 2nd Floor, Honolulu, HI 96813. If you have any questions, please call (808) 586-0304.

Please type or print neatly.

1. Exhibition information

Exhibition title: \_\_\_\_\_  
\_\_\_\_\_

Exhibition dates: \_\_\_\_\_

Opening reception: \_\_\_\_\_ (date) \_\_\_\_\_ (times)

Location: \_\_\_\_\_

2. Contact information

Contact name and title: \_\_\_\_\_

Organization name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, island, state, zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

3. Additional information

Cover letter briefly describing the organization's history of exhibiting Hawaii's artists

Resume of the museum/gallery director, executive director, or exhibition coordinator

Annual exhibition schedule

For juried exhibitions – exhibition description, total number of works submitted and accepted in each of the past five years, juror's biography, list of any invited artists and percentage that artists receive from the sale of their works

For curated exhibitions – concept description, number and types of works, list of featured artists, prices along with color images of some works available for sale and percentage that artists receive from the sale of their works