**UW-Madison**

**Temporary Outdoor Art Exhibit Request**

*Read the “Temporary Outdoor Art Exhibits on Campus Grounds” policy (UW-6040) prior to completing this form. (*[*policy.wisc.edu/library/UW-6040*](https://policy.wisc.edu/library/UW-6040)*)*

Name of artwork:

Name of sponsoring university department:

Name of departmental chair/director/faculty sponsor:

Email address:

Phone contact:

Name of applicant:

Email address:

Phone contact:

Name of artist (if different than “applicant” name):

Email address:

Phone contact:

Proposed location:

Alternate location:

Desired start date:

Removal date:

On a separate page, provide a detailed response to ALL of these items. Incomplete requests will be returned. Indicate “not applicable” (N/A) if the topic does apply to your project:

1. Describe the exhibit (include approximate dimensions, materials, colors, weight, etc.)
2. Describe how the art will be mounted or situated (e.g., suspended from a tree, mounted on a paved surface or a lawn, leaning against a brick wall, etc.)
3. Describe how the exhibit will be secured so as to prevent it from tipping over or blowing away (e.g., rope, tie-down webbing, etc.)
4. Describe how the exhibit plan has considered possible tripping or collision hazards (e.g., tripping on guy-ropes or extension cords).
5. Describe the equipment that will be used to install the art (e.g., use of ladders, transport vehicle, etc.) and how you plan to access the site.
6. Provide a sketch of the art installation and how it will appear on the landscape.
7. If the exhibit requires an electrical hook-up, provide the following information:
	1. Type of equipment or device that requires electricity (e.g., motor, light, speaker, etc.)
	2. Power requirements (e.g., amps and volts)
8. If the exhibit includes sound amplification or lights, describe the hours of operation.

Signature of department representative (chair, director or faculty member)

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of applicant/artist

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FINAL APPROVALS

Signature of Associate Vice Chancellor at Facilities Planning and Management

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Vice Chancellor for Finance and Administration

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_