



## Call for Entries: Staff Artwork Submission Form

Henry Ford Health System  
Healing Art Galleries

**Employee Exhibit: July 10th – October 2nd, 2012**

### About *Healing Arts*

The Mission of the *Healing Arts* Program is to create restorative and calming environments for patients, visitors and staff by integrating the creative arts and aesthetics into the healing process. *Healing Arts* seeks to bring literary, performing and visual art experiences that celebrate the cultural diversity of the communities we serve. Selected art will reflect the surrounding environment and support the local art community.

The goal of *Healing Art Galleries* is to promote healing by reducing stress & promoting a relaxing environment that replaces anxiety with hope for all of our patients, families and staff.

### Eligibility

Participants submitting artwork must be an employee or staff member of Henry Ford Health System to enter. Only 2-D entries will be accepted at this time.

### Entry Requirements

Artists may submit 3-4 images of artwork in one of the following formats: digital images on CD or printed material. Submitted works must be the images you wish to display in the exhibit. All submissions must be submitted with the attached proposal form and mailed or emailed to:

Henry Ford *Healing Arts* Call for Entries  
Michelle Meier  
1 Ford Place, suite 4A  
Detroit Mi, 48202  
Email: [HealingArts@hfhs.org](mailto:HealingArts@hfhs.org)

**Entry Deadline** May 14<sup>th</sup>, 2012

**Digital images on CD and printed material should be sent with the following:**

- Complete entry form and short (one paragraph) biography or resume.
- Inventory list with thumbnail images of all submitted art work including numbering of each piece of work, dimensions, title, media, and price (optional).

#### **CD Submissions**

- Digital images must be submitted as a TIF or JPEG files.
- CD's must be submitted in a protective sleeve or case and labeled with your name and corresponding inventory list numbers directly on CD.
- Individual files on CD should be labeled with the inventory number and title of the piece.

#### **Printed Material**

- Printed material should be submitted on 8.5" x 11" size paper and should also include your name, title, and corresponding inventory list number above each image.

## Exhibit Policies

Exhibited works should reflect the *Healing Arts* mission statement and be appropriate for our primary viewing audience: patients, visitors, & staff. Henry Ford Health System reserves the right to decline material that is deemed inappropriate for the display in the facility and reserves the right to reproduce images of exhibited art for publicity purposes.

## Exhibit Details

- *Healing Arts* will coordinate and install all exhibits.
- Artwork will be installed using security hardware.
- Henry Ford Health System does not insure exhibited art work.
- Each piece of work must be clearly labeled with the inventory number, artist's name and title on the back.
- All work is to be framed in a professional manner following the framing guidelines below and be delivered ready to install.
- All artists are responsible for delivery and pick up of their artwork. Henry Ford is not responsible for shipping costs. A pick up/drop off location will be provided to selected artists.
- **Acceptable framing options:**
  1. Nielsen type metal frame with 3/8" back channels
  2. Wood frames at least 3/4" wide
    - Either glass or Plexiglas in acceptable
    - Unframed, stretched canvas is acceptable, providing there is a substantial area of wood on the back to apply security hardware. Sides of unframed canvases must be painted or finished.
    - Protective acrylic, glass or Plexiglas is required for textile pieces, watercolors, pastels or other fragile 2-D pieces. Henry Ford Health System is not responsible for damage to unprotected surfaces.

## Notification

- Artists will be notified of acceptance by phone, mail or email by **June 4<sup>th</sup>, 2012**.
- Notification will include delivery dates for the exhibit, drop off location and other instructions.
- A signed will constitute acceptance of a binding contract to exhibit.

## Sale of Art Work

- Please indicate on inventory list if the piece is for sale and the price.
- Sales information will be posted on the title block. Inquires for sale will be directed to the *Healing Arts* coordinator. Artists will be informed of potential sale and given the purchasers contact information to complete transaction. Sold pieces must remain on display until the conclusion of the exhibit. A red dot will be placed on the title block to indicate that the piece is sold. It is the artist's responsibility to inform the *Healing Arts* coordinator of the sale within a timely manner.
- *Healing Arts* requires a 35% commission or donation of similar value of artwork to the *Healing Arts* Program for each piece sold.



**Inventory List**

**Artist's Name:** \_\_\_\_\_

Piece #	Title	Description	Size w/ frame	Media	Sale Price

Please submit both forms along with digital images on CD or printed material to:  
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Michelle Meier  
1 Ford Place, suite 4A  
Detroit Mi, 48202

Email: [HealingArts@hfhs.org](mailto:HealingArts@hfhs.org)

Phone: 313-874-9127