
FARMERS BRANCH FACILITIES – ARTWORK SUBMISSION FORM

Artwork Rotation Program (Six-Month Display Cycle)

SECTION 1 – ARTIST INFORMATION

Artist / Submitter Name:

Preferred Pronouns (optional):

Mailing Address:

Phone Number:

Email Address:

Website / Social Media (optional):

SECTION 2 – ARTWORK DETAILS

(Complete one section per artwork submitted. Attach additional sheets if needed.)

Artwork Title:

Medium (painting, drawing, photography, mixed media, sculpture, etc.):

Dimensions (H × W × D):

Approx. Weight:

Year Created:

Artwork Description (optional – for display label):

Installation / Mounting Requirements:

- Ready to Hang (wired)
- Framed
- Canvas-mounted
- Requires pedestal
- Other (describe): _____

Artwork Replacement Value (for inventory purposes only):

\$ _____

SECTION 3 – PUBLIC VIEWING CONTENT COMPLIANCE

All artwork must comply with Wave's general public content standards.

The artwork **must NOT** include:

- Offensive, obscene, or profane language
- Nudity or sexually suggestive content
- Graphic or disturbing violence

- Depictions of drugs, illegal activities, or weapons
- Hate speech, discriminatory imagery, or culturally insensitive themes
- Political campaign messaging
- Religious doctrine promotion
- Any imagery unsuitable for all-ages public environments

Artist Confirmation:

I confirm that all artwork submitted meets the content standards above.

Initials: _____

SECTION 4 – ARTWORK LOAN TERMS ACKNOWLEDGMENT

(Final agreement must be signed upon acceptance, but acknowledgment is required upon submission.)

By submitting artwork for consideration, I understand and acknowledge that:

- If selected, my artwork will be **temporarily loaned** to Wave for a **six-month display period**.
- I must sign the full **Artwork Loan & Hold Harmless Agreement** before installation.
- Wave will take reasonable precautions, but **is not liable** for damage, loss, theft, environmental wear, or accidental harm while the artwork is on display.
- I am responsible for delivering and retrieving my artwork on the specified dates.

Artist Initials (required): _____

SECTION 5 – SUBMISSION INFORMATION

Submission Cycle:

Specific Month Rotation

Specific Month Rotation

Year: _____

Submission Method:

Email

In-person Drop-off

Number of Total Artworks Submitted: _____

SECTION 6 – OPTIONAL ARTIST STATEMENT (for display or evaluator reference)

SECTION 7 – ARTIST SIGNATURE

By signing below, I certify that all information provided is accurate and that I agree to comply with Wave's submission requirements, evaluation process, and public viewing guidelines.

Artist Signature: _____
Date: _____

For Internal Use Only

(Completed by Farmers Branch Staff)

Submission Received By: _____

Date Received: _____

Reviewer / Committee Decision:

- Approved
- Not Approved

Notes:
