

# DORSET PUBLIC ART GUIDELINES

## HOW TO COMMISSION PUBLIC ART

Stage	Task	Commissioner	Artist	Community
<b>Stage 1 Preparation</b>	<b>Vision Planning Funding Steering Group Artist Brief</b>	<ul style="list-style-type: none"> <li>Clarify project aims, objectives and expected outcomes.</li> <li>Engage Dorset Council Planning Services; determine permissions needed.</li> <li>Identify budget, funding sources and contingency.</li> <li>Convene diverse stakeholders for oversight (steering group).</li> <li>Define objectives, budget, timeframe and selection criteria in the artist brief.</li> </ul>	<ul style="list-style-type: none"> <li>Provide input on creative possibilities and feasibility.</li> <li>Advise on design alignment with planning requirements.</li> <li>Understand available resources to shape project scope.</li> <li>Participate in planning discussions and advise on engagement.</li> <li>Clarify responsibilities and community engagement expectations.</li> </ul>	<ul style="list-style-type: none"> <li>Share priorities, needs and local perspectives.</li> <li>Offer insights on site context, accessibility and heritage considerations.</li> <li>Contribute via fundraising or endorse funding applications.</li> <li>Provide representation, local knowledge and guidance on participation.</li> <li>Offer feedback to shape the artist brief.</li> </ul>
<b>Stage 2 Artist Selection</b>	<b>Method Shortlisting Contract</b>	<ul style="list-style-type: none"> <li>Decide on selection method: open call, invited competition, or direct selection.</li> <li>Organise evaluation and convene a diverse selection panel.</li> <li>Issue contract outlining responsibilities, insurance, payment schedule, maintenance and decommissioning.</li> </ul>	<ul style="list-style-type: none"> <li>Respond to brief or submit proposal.</li> <li>Present portfolio or proposal for consideration.</li> <li>Review and agree to contract terms; confirm deliverables.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in shaping criteria or providing input on applications.</li> <li>Contribute perspectives to ensure local relevance.</li> <li>Understand ongoing engagement opportunities and outcomes.</li> </ul>
<b>Stage 3 Development</b>	<b>Research Proposal Detailed Design Sign Off</b>	<ul style="list-style-type: none"> <li>Support site visits and logistics for research and development.</li> <li>Review concept, budget and methodology in outline proposal.</li> <li>Approve technical, planning and sustainability aspects of detailed design.</li> <li>Give formal approval to proceed (sign-off).</li> </ul>	<ul style="list-style-type: none"> <li>Conduct research, engage community and test ideas.</li> <li>Develop concept, materials, visuals/models and methodology.</li> <li>Finalise technical drawings, materials and construction plans.</li> <li>Confirm readiness to begin production (sign-off).</li> </ul>	<ul style="list-style-type: none"> <li>Participate in consultations, workshops or surveys.</li> <li>Give feedback on ideas and accessibility and local context.</li> <li>Advise on usability and safety.</li> <li>Validate that proposals reflect shared priorities.</li> </ul>
<b>Stage 4 Delivery</b>	<b>Production Installation Interpretation &amp; Lighting</b>	<ul style="list-style-type: none"> <li>Monitor progress against budget and quality standards during production.</li> <li>Ensure site preparation, health and safety compliance and permissions for installation.</li> <li>Confirm signage and interpretation meet project objectives.</li> </ul>	<ul style="list-style-type: none"> <li>Oversee fabrication, prototyping and quality control.</li> <li>Supervise installation, confirm design integrity.</li> <li>Advise on presentation, lighting and public interaction.</li> </ul>	<ul style="list-style-type: none"> <li>Observe or participate in workshops, maintain interest.</li> <li>Attend or support installation events; engage with process.</li> <li>Help shape messaging, plaques or interpretive materials.</li> </ul>
<b>Stage 5 Completion and Legacy</b>	<b>Handover Launch Event Evaluation Decommissioning</b>	<ul style="list-style-type: none"> <li>Receive documentation and maintenance plans at handover.</li> <li>Organise launch event, celebration and media coverage.</li> <li>Record outcomes, assess impact and collect feedback.</li> <li>Determine criteria for removal, relocation or repurposing (decommissioning/relocation).</li> </ul>	<ul style="list-style-type: none"> <li>Provide final technical information, guidance and documentation.</li> <li>Attend launch event, share insights and engage participants.</li> <li>Reflect on process, document learning and suggest improvements.</li> <li>Advise on integrity and durability for decommissioning or relocation.</li> </ul>	<ul style="list-style-type: none"> <li>Understand care, access and engagement opportunities.</li> <li>Participate in unveiling, celebrations and activation.</li> <li>Provide feedback on experience, usability and engagement.</li> <li>Contribute views on future use or commemoration.</li> </ul>