

**State of Oklahoma  
Capitol Preservation Commission**

**Request for Approval of Architectural Modifications,  
Commissioned, Donated or Temporarily Exhibited Art**

Submit the completed Approval Request and all required attachments to the Oklahoma Arts Council, c/o Visual Arts Director/Collections Manager, P.O. Box 52001-2001, Oklahoma City, OK 73152-2001. Questions may be directed to (405) 521-2931 or via e-mail at [amber.sharples@arts.ok.gov](mailto:amber.sharples@arts.ok.gov). Commission rules are available at [www.dcs.ok.gov](http://www.dcs.ok.gov).

Date: \_\_\_\_\_

**APPLICANT INFORMATION:**

Name of Person Making Request: \_\_\_\_\_

**Address**

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

Street & P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

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

**SPONSOR INFORMATION:**

**Address**

Name: \_\_\_\_\_

Street & P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

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

**TYPE OF REQUEST:**

- Architectural Modification (Reference Rules and Architectural Standards)
- Commissioned Artwork (Reference Arts Standards Guidelines)
- Donated Artwork (Reference Arts Standards Guidelines)
- Temporary Exhibition of Artwork (Reference Arts Standards Guidelines)

Submission of a proposal does not guarantee approval or acceptance of the project. If a proposal is approved, all parties must comply with the complete guidelines of the Architecture and Grounds Committee, Art Standards Committee and the administrative rules of the Capitol Preservation Commission, as outlined in the Administrative Rules OAC 115, effective July 2006. The Capitol Preservation Commission meets every even-numbered month for review of submitted proposals.

***Proposals should be submitted to***

Chair, Capitol Preservation Commission  
c/o Oklahoma Arts Council  
Attn: Visual Arts Director/Collections Manager  
P.O. Box 52001-2001  
Oklahoma City, OK 73152-2001  
(405) 521-2931  
amber.sharples@arts.ok.gov

**ARCHITECTURAL MODIFICATIONS PROPOSAL**

All architectural proposals must include scaled architectural plans or renderings with this form before they will be considered. If additional space is needed, the general concept of the project, including the plans and project timeline, can be presented on a separate form, limited to two pages.

Brief Description of Proposal:

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Provide Project Timeline:

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Scaled architectural plans/renderings included (required):  Yes  No

**COMMISSIONED ARTWORK PROPOSAL**

All proposals must include the proposed artist’s résumé and contact information, copy of the proposed contract with the artist, a proposed project budget and artist plans before it will be considered. If additional space is needed, the general concept of the project, including the plans, project timeline and budget, can be presented on a separate form, limited to two pages.

All commissioned artworks by the State for exhibit in the Capitol must meet requirements contained within a written contract developed by the Art Standards Committee of the Commission with the Capitol Architect/Curator.

**SPONSOR INFORMATION:**

**Address**

Street & P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

**ARTIST INFORMATION:**

**Address**

Street & P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

General concept of art project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Budget:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preference of placement (up to three selections in order of choice):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Artist plans or maquette included (required):       Yes       No

Copy of proposed contract with artist:       Yes       No

Ownership granted to State of Oklahoma:       Yes       No

Copyright agreement:       Yes       No

Additional information:

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**DONATED ARTWORK PROPOSAL**

All works considered for acquisition by donation to the State of Oklahoma for exhibit in the Capitol must meet requirements contained within a written contract developed by the Art Standards Committee of the Commission with the Capitol Architect/Curator.

All proposals must include the proposed artist's résumé and contact information, digital images of the artwork, a letter of intent by donor as a gift to the State of Oklahoma and copies of all documentation relating to the acquisition of the artwork, its condition, value and exhibition history, are required before it can be considered.

**DONOR INFORMATION:**

**Address**

Street & P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

**SPONSOR INFORMATION (IF APPLICABLE):**

**Address**

Street & P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

**ARTIST INFORMATION:**

**Address**

Street & P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

Provenance/History of acquisition or purchase of the artwork (please include copies of invoices and/or proof of acquisition):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preference of placement (up to three selections in order of choice):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Digital images of artwork submitted (300dpi):  Yes  No

Ownership granted to State of Oklahoma:  Yes  No

Copyright agreement:  Yes  No

Insurance value: \_\_\_\_\_ Date Set: \_\_\_\_\_

Additional information:

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**TEMPORARY EXHIBITION OF ARTWORK PROPOSAL**

Any foundation, group or individual may submit a proposal to the Commission for review and approval for the temporary exhibition of artwork in the public areas of the Capitol. The period of request may not exceed more than one (1) calendar year. The Commission reserves the right to extend the temporary exhibition of artwork one (1) calendar year when the permitted period expires. Copyright and transfer of ownership to the State of Oklahoma are not required for the temporary exhibition of artwork in the Capitol.

All proposals for temporary exhibition of artwork in the public spaces must include a portfolio of the artist with 10-15 digital images of a recent body of work, artist's biography, résumé and current contact information.

**OWNER INFORMATION:**

**Address**

Street & P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

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

**ARTIST INFORMATION:**

**Address**

Street & P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

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

Preference of placement (up to three selections in order of choice):

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Digital images of artwork submitted (300dpi):  Yes  No

Insurance value: \_\_\_\_\_ Date Set: \_\_\_\_\_



**DO NOT WRITE BELOW THIS LINE – FOR COMMISSION USE ONLY**

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Date: \_\_\_\_\_

The proposal is referred to:

- Capitol Curator/Architect for Plan Review
- Architecture and Grounds Committee
- Art Standards Committee

Architectural plan reviewed with Central Services Personnel:  Yes  No

Artwork plans reviewed with Central Services Personnel:  Yes  No

Item for action at next Commission meeting:  Yes  No

Date of Commission meeting on agenda as action item: \_\_\_\_\_

Notify requesting party of the following:

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Other instructions:

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