

# Artwork Donation Request Form

Please submit one piece per form

# The James



**Instructions:** Please complete this form and Email it to Caitlin Dennis at Caitlin.Dennis@osumc.edu.  
 Phone: 614-366-6955  
*You will receive an email confirmation once your form has been received*

<b>Name</b>				
<b>Phone Number</b>				
<b>Email</b>				
<b>Date</b>				
<b>Artist Statement</b>				
<b>Piece Description</b>				
<b>Medium</b>				
<b>Piece Title</b>				
<b>Piece Size</b>				
<b>Year</b>				
<b>Appraisal</b>		Self		Professional
<i>If the value of the pieces is greater than \$5,000.00 it must be professionally appraised at the expense of the donor. If the piece is less than \$5,000.000 and you have a professional appraisal please provide that with this form.</i>				
<b>Location Request</b>				
<i>Note, location requirements will be taken into consideration but cannot be guaranteed</i>				
<b>If this is a work by an artist other than yourself, how did you come by the piece?</b>				
<b>Additional Information the Committee should review</b>				
<b>Initial the following statements(s) (if applicable) for compliance with your donation to the James</b>	<input type="checkbox"/> I accept to have my piece professionally appraised if the value is above \$5,000.00			
	<input type="checkbox"/> I accept the James standards for framed pieces and if accepted, will have my piece professionally framed or reframed to comply with those standards (contact the Art Program Manager, Caitlin Dennis, at 614-466-6955 or Caitlin.Dennis@osumc.edu for framing requirements and suggestions for local framers)			
	<input type="checkbox"/> I accept to cover any costs for display if beyond the normal hanging procedures (ie a 3 dimensional piece)			
	<input type="checkbox"/> If my piece is accepted into the James Art program I understand that it may be placed on display, used in the Rotating Gallery, or added to the Virtual Gallery			
	<input type="checkbox"/> If my piece is accepted into the James Art Program I understand that the piece is property of The James Cancer Hospital and I relinquish all claims over the piece			

It is understood by the donor that they are responsible for any shipping or delivery costs incurred if their pieces is accepted into The James Art Program. Pieces accepted into The James Art Program my be displayed, added to the Virtual Gallery available on The James website, or auctioned with all proceeds benefitting The James Art Program.

Please submit a photo of the piece to the Art Program Manager, Caitlin Dennis, at Caitlin.Dennis@osumc.edu. All photos should be in JPEG format and at least 1.5 MB in size, they must also be clear and well lit. If the image does not meet these requirements it cannot be reviewed. Please contact Caitlin Dennis if you need additional information on how to format images.

