



Dear Artist:

Thank you for your interest in the Art in Architecture Program of the U.S. General Services Administration (GSA).

The Art in Architecture Program oversees the commissioning of artworks for federal facilities nationwide. These artworks—including sculpture, murals, paintings and other architecturally scaled works in a variety of media—are created by living American artists (citizens or Lawful Permanent Residents of the United States). Commission opportunities are advertised on the government's federal procurement Web site, [www.fbo.gov](http://www.fbo.gov). However, artists need not submit their materials for each specific solicitation; once on the GSA registry, artists are part of the broad pool of candidates considered for each upcoming commission.

To be considered for federal art commissions nationwide, please submit the following materials to GSA by e-mail (our preferred method) or by mailing a CD that includes:

1. A completed copy of the GSA Form 7437.
2. Up to 20 representative images of your work created within the last ten years. Please submit the images in JPEG format. Each JPEG file size should be less than 1 MB. Please use JPEG file names with your name and a number, for example: 01AlexanderCalder, 02AlexanderCalder, etc. Please also include an image list in a PDF or another PC compatible document that provides the title, date, media, dimensions, location and budget (if applicable) of each artwork.
3. A current résumé in a PDF or another PC compatible document. This résumé should include any previous public commissions, your exhibitions history, museum collections that include your work, plus awards, honors and grants.

Please e-mail your materials to one of the following GSA associates:

Nicole Avila [nicole.avila@gsa.gov](mailto:nicole.avila@gsa.gov)  
Kim Baker [kimberly.baker@gsa.gov](mailto:kimberly.baker@gsa.gov)  
Bill Caine [william.caine@gsa.gov](mailto:william.caine@gsa.gov)

Or, please mail a CD containing your files to the address below. **Please protect your CD in a cardboard sleeve and mail it in a thick, well-padded envelope (the type made of thick cardboard fibers, not plastic bubble wrap). Any type of plastic CD packaging will melt during security screening and damage your CD.** Files by e-mail are preferred.

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