

# Leesburg Commission on Public Art (COPA) Town Hall Art Exhibit Guidelines/Procedures

Revised 7/8/14

The Town of Leesburg Commission on Public Art is proud to offer a venue for local artists to display their talent. Please note the following procedures for submitting an application.

- Submit loan application along with sample of work to be displayed to COPA at least three months prior to the desired opening date of the exhibition.
- COPA will review the submission and make a determination as whether to recommend to the Town Council.
- If approved by COPA, the loan application and sample of work will be submitted to Council for approval along with a resolution.
- If not recommended by COPA, the commission chair will notify the applicant by e-mail.



- Selected artist will coordinate hanging/displaying art in Town Hall with the staff commission liaison. Wires and picture hooks are provided.
  - Selected artist will coordinate the retrieval of the art with the staff commission liaison prior to the next exhibitor's opening date.
  - During the exhibit the artist is encouraged to host an "Open House".
- Artist is requested to provide a bio to be included in a news release announcing the exhibit. Staff will draft and release the news release.

Inquiries and applications should be submitted to:

Thomas O'Neil, Chair – [to'neil@leesburgva.gov](mailto:to'neil@leesburgva.gov)  
Commission on Public Art  
Town of Leesburg  
25 West Market Street  
Leesburg, VA 20176

Annie Geiger, Commission Liaison – [ageiger@leesburgva.gov](mailto:ageiger@leesburgva.gov)  
Capital Projects Department  
Town of Leesburg  
25 West Market Street  
Leesburg, VA 20176

Attachment: Loan Application