



SAN FRANCISCO  
GENERAL HOSPITAL  
FOUNDATION

## Heart Sculpture Important Deadlines and Project Timeline

### Hearts in SF RFP Opens

Friday, June 1, 2018

### Design Submission and Application Deadline

Wednesday, August 1, 2018

Heart Artist Application, Brief Biography, Heart Artist License Agreement, and a full color design rendering sized 8½ by 11 inches or larger (templates enclosed, but use is not required) must be received at the San Francisco General Hospital Foundation by **12:00 pm Pacific on Wednesday, August 1, 2018**. Artists may submit online, by mail, email, or deliver in-person to the Foundation. Please note: Design submissions will not be returned.

**Online** SFGHF.org/CreateAHeart

**Mail** San Francisco General Hospital Foundation  
PO Box 410836  
San Francisco, California 94141

**Email** [LEong@SFGHF.org](mailto:LEong@SFGHF.org)  
Subject Line: Artist Application

**In-Person** San Francisco General Hospital Foundation  
2789 25<sup>th</sup> Street, Suite 2028  
San Francisco, California 94110

### Selection of Hearts Artists

Week of August 20 – 24, 2018

Heart Sculpture Artists are selected by a committee of San Francisco General Hospital Foundation Staff, Foundation Board Members, and Community Volunteers. The number of Heart Sculptures produced varies each year, as does the number of Heart Artists selected.

### Applicant Notification via Email

Week of August 20 – 24, 2018

### Delivery of Heart Sculptures to Artists

Weeks of August 27 – 31, 2018

San Francisco General Hospital Foundation will work with our selected Heart Artists to arrange for the delivery of Heart Sculptures (Foundation will cover expense related to delivery and pick-up). Heart Artists must provide their own workspace. Please ensure that your workspace can accommodate the size of your Heart Sculpture.

For Large Heart Sculptures, workspace doorway width **must** be 40 inches or wider. If your workspace is not located on the ground level, elevator access **must** be available for delivery. Please retain the wooden pallet the Heart Sculpture is delivered on.

Please save any protective wrapping that is delivered with your Heart Sculpture so that it can be used when your Heart Sculpture is returned to the Foundation.

### Heart Sculpture Completion Deadline

Wednesday, October 31, 2018

All Large Heart Sculptures **must** be finished with anti-graffiti top coats and other appropriate varnish. Heart Sculptures, upon completion, must reflect the original design submission. When you have completed your Heart Sculpture, please contact the Foundation to arrange for pickup (Foundation will cover related expense).

### Heart Sculptures on Display at Foundation Signature Event

February 2019

Heart Sculptures will be on display at the Foundation's Annual Fundraiser Events, to be held in February 2018. Heart Sculptures may also be auctioned or given to major sponsors of our Signature Events.

### Heart Sculptures on Public Display

February 2019 through October 2019

Select Large Heart Sculptures **may** be placed on public display at Union Square in San Francisco at the discretion of the Foundation.