

Call for Artists / Request for Proposal

Town of Munster / Munster Civic Foundation

Beauty & the Box Utility Box Art Designs

Contact

Munster Civic Foundation
CivicFoundation@munster.org



Deadline

5pm CST, June 19, 2025

Project Summary

The Town of Munster and the Munster Civic Foundation (MCF) are looking for local graphic artists to submit original designs that will beautify utility boxes throughout the town. The Beauty & the Box program was created by the Munster Civic Foundation to promote public art and local artists and will target 34 utility boxes located along the main thoroughfares in town. Artists will work directly with business sponsors to create a unique and original design for the utility box selected by the sponsor and provide the MCF with the final artwork for installation. All designs will be produced on a vinyl wrap by the Town's approved vendor.

Eligibility

This program is open to graphic artists who follow the submission guidelines outlined on the following pages. Any interested artist located throughout Northwest Indiana, with a focus on Munster based graphic artists / residents are welcome to make a submission.

Budget

A \$500 stipend will be paid by the MCF to any approved graphic artists selected by any utility box sponsor. The MCF cannot guarantee the selection of any graphic artist.

Selection Process

The MCF will create a portfolio of participating artist sample designs for sponsors to view. Artwork could be created using various media; however, the design will need to be digitized for submission and wrap installation. Each artist may submit up to three designs for consideration. Your submission does NOT need to be for all four sides of an electrical box; it can be merely an example of your creativity.

Sponsors will select the artist of their choice and work with that person directly.

Art Opportunity

The goal of this Call for Artists/RFP is to curate a list of local artists from which sponsors can select to work with for their respective box. Local artists are encouraged to submit concept designs of original work(s) to be considered for installation on one of Munster's utility boxes. As previously noted, your submission does NOT need to be for all four sides of an electrical box; it can be merely an example of your creativity. It is acknowledged that all rights to the artwork are retained by the artist and the Town's rights are limited to replicating the artwork and placing it on a utility box. The artwork is anticipated to remain on the utility box for up to four (4) years depending on any wear and damage. The Town / MCF also has the right to publicly promote the artwork in any medium.

General Guidelines

- There are currently 34 total boxes throughout the Town of Munster. The MCF will be soliciting local businesses and organizations to sponsor these boxes. The participating sponsor can select from available locations the utility box they wish to wrap.
- Utility box designs will be used as long as the wrap's lifespan allows. Wraps will be replaced when they start to show damage or peeling.
- Designs cannot be for political purposes, not include business advertisements, logos or commercial signage. All designs will include an area noting the sponsor's name, the Town of Munster Logo, and a QR Code for the MCF. The MCF will provide additional details at the time of selection.
- All designs require approval by the sponsor and MCF prior to production.

Specifications

Applications & File Formats

We will work with Adobe applications. Our preferred formats are AI, EPS, or PDF. If a different application is used for your submission, please save or export the art file as a PDF. Additionally, native files for all linked or embedded images.

Image Resolution

To ensure proper print quality, please be sure all raster images are at least 150 ppi at full size.

Fonts

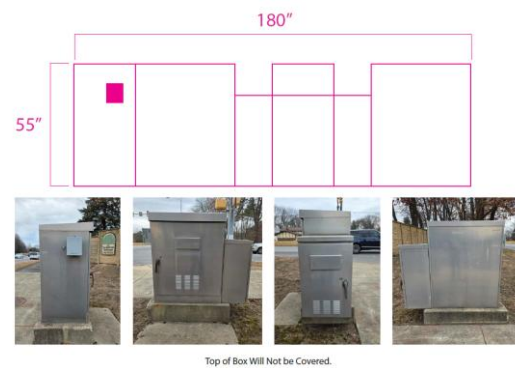
Please convert all fonts included in your files to outlines. If the application does not allow for this, include the fonts for all copy used in your file.

Colors

Prepare your files in CMYK color mode. Files sent in RGB mode will be converted and this process may affect the tonal values.

Installation

The Town is responsible for coordinating the production of all vinyl wraps and for the installation. Once a location is determined for the artwork, the artist will have the opportunity to design their artwork into the template boundaries or work with the vendor to complete that part of the process. See sample template below. **NOTE:** the Town of Munsters' utility boxes are two different (but similar) dimensions.



Thank you for your interest in this public art project! We look forward to seeing your work. Please complete and submit the submission form via email (CivicFoundation@munster.org) no later than 5pm CST, June 19, 2025.

Examples of utility box art from other communities

