



Procedure for Artwork Donation Inquiry:

Updated 11/1/18

Thank you for considering LeMoyne Arts for your donation. In advance of receiving artwork we must first receive a written proposal (via email or post) with clear images of the work (front and back) accompanied with the following:

- 1) Contact information (telephone and/or email address)
- 2) Images of work
- 3) Details for work including:

Artist

Title, year

Media

Dimensions

Copy of certificate of authenticity (if available)

- 4) Any additional supporting information

Please send via post to:

LeMoyne Arts
125 N. Gadsden Street
Tallahassee, FL 32301
ATTN: Donations

Or email to:

Donations@lemoyne.org

If you would like the photographs of the work returned, kindly provide a self addressed stamped envelope with your letter, otherwise it will not be returned.

LeMoyne Arts will not be responsible for unaccepted artwork left on-site.

LeMoyne's Permanent Collection Committee reviews all proposals and all inquiries will be answered in 60-90 days.

Thank you for your interest in LeMoyne Arts.