

Worksheet for Developing an Illustration Scope of Work

This worksheet was created to assist in the development of a Scope of Work for new interpretive illustration. Before developing new art, a careful search of the existing illustrative material archived at Harpers Ferry Center (HFC) should be done using the HFC Commissioned Art Collection at <http://www.nps.gov/hfc/products/art-collection.htm>. Because the National Park Service often acquires only one-time or limited use rights for artwork, the database is not available to the public. The collection is available only through an NPS intranet login.

Content

What is the purpose or interpretive goal of the illustration?

Provide a narrative description of the illustration.

Style

Will the illustration be done in full color, grayscale, or black and white?

Will the illustration be highly rendered with careful detail, or loosely rendered with less detail?

Will the illustration be rendered as traditional reflective art or digitally?

Will there be opportunities to repurpose the illustration and, if so, will modifications be needed?

Will the illustrations be used as full-page graphics, or small inset diagrammatic-type renderings?

Reproduction

Final reproduction size?

Width _____ Height _____

Margin _____

Original illustration size?

Width _____ Height _____

Will the illustrator be providing high-resolution scans?

Yes _____ No _____ Scan Specifications:

Review and Approval

Who will be reviewing and approving the illustration? How much review time is required?

Research and Reference

Identify all deliverables for review and approval (i.e. sketches, revised sketches, color studies, scans)

Will the illustrator travel to the park? Yes _____ No _____

List Resources to be provided by the illustrator (i.e. photo shoot with models - *model release required*)

Will the illustrator be provided a complete reference package?

Yes _____ No _____

List the Reference Package Contents