

ARTISTS INFO SESSION

2/1/2023 at 6pm

- I. CTA State and Lake Public Art RFQ
- II. “We Shall Rise” Mother Jones Monument RFQ
- III. Application Requirements
- IV. How to Apply for these RFQ’s on CAFÉ

City of Chicago, Artwork for the new CTA State and Lake Elevated Station



OVERVIEW

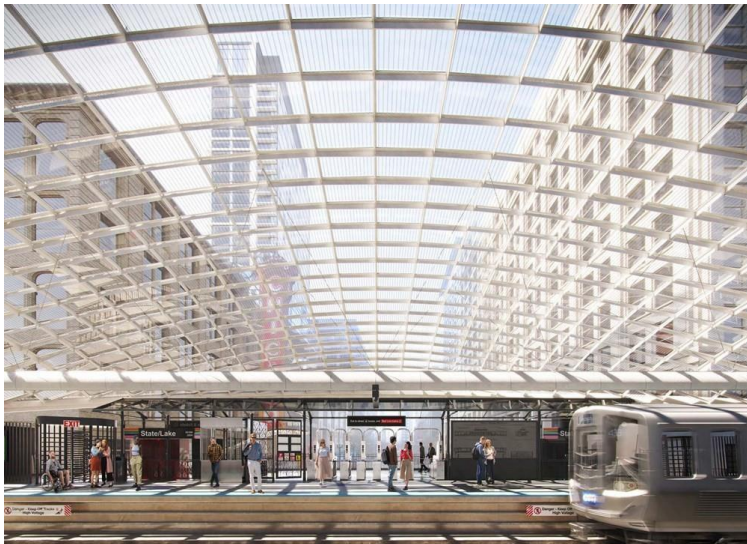
The Chicago Department of Cultural Affairs and Special Events (DCASE), the Chicago Department of Transportation (CDOT) and the Chicago Transit Authority (CTA) invite professional artists and artist teams with a demonstrated history of completing complex, permanent, outdoor public art projects to submit their qualifications for a **\$750,000** public art commission for the new CTA State and Lake Station to be built on the Loop elevated tracks at the intersection of State and Lake Street in downtown Chicago.

This project is funded by CDOT under the Percent for Art Ordinance and the City of Chicago's Capital Plan.

CAFÉ Link:

https://artist.callforentry.org/festivals_unique_info.php?ID=10982

DEADLINE: MARCH 5, 2023, 11:59PM CST



SUMMARY OF THE OPPORTUNITY

The City is building a completely new State/Lake Station for the CTA to provide a fully accessible facility that services five train lines. The design and construction process is being led by CDOT on behalf of the CTA. The station design is by TranSystems / Skidmore, Owings & Merrill (SOM.)

The new State/Lake CTA station will:

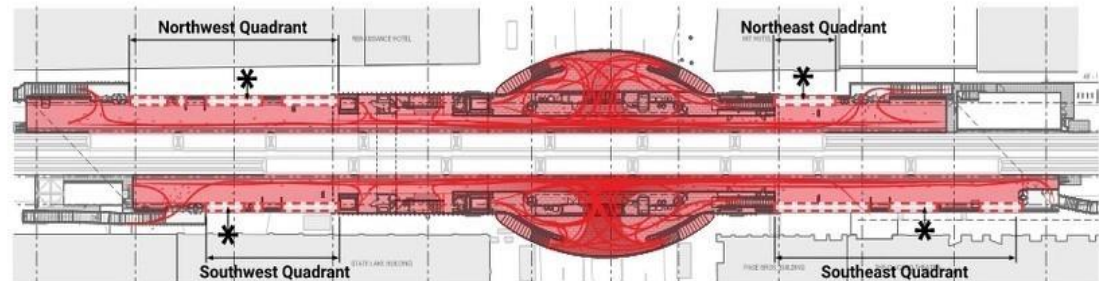
- have elevators and wider platforms
- have wide balconies, facing north and south, creating overlooks of State Street
- have new design features while also retaining some original design elements such as salvaged posts and railings that will frame the vending and information kiosks
- feature platforms that are double the current width
- have a full-coverage, glass canopy to protect customers from rain and snow
- have an interior pedestrian bridge connecting the inner and outer platforms
- have public art

Sculpture Placement

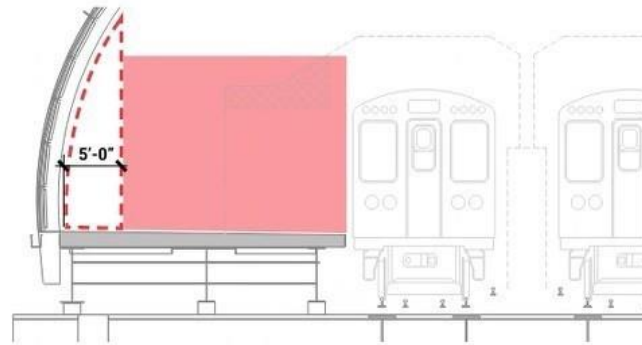
Objects are to be placed along the outer perimeter of the platform to provide a clear path of travel for all passengers.

The sculptures shall provide a minimum of 18" of clearance from the perimeter structure and rely upon the approved anchorage to the platform for its own stability.

The footprint of each sculpture should fit within a 5'-0" x 5'-0" bounding box.



Plan Diagram



Section Diagram

- Areas of Primary Passenger Flows
- Open Areas
- Proposed Sculpture Location



Bounding Box

TIMELINE, BUDGET, and ELIGIBILITY

SCHEDULE*

* All dates are approximate and subject to change.

STAGE	START	END	WEEKS
RFQ open via CAFÉ online application system	1/20/23	3/5/23	7
Artist Information Session, Virtual, 6-7 PM CST (email publicart@cityofchicago.org for link)	2/1/23	2/1/23	
Review of qualifications	3/6/23	3/17/23	2
Committee selects 3-4 finalists	Week of 3/20/23		1
Notification of finalists	3/27/23		1
Finalists' design development	4/3/23	5/28/23	8
Finalists' midpoint review	Week of 5/1/23	5/5/23	1
Finalists' presentations	5/29/23		1

DESIGN PROPOSAL FEE

Finalists will be paid a **\$2,500** honorarium to develop proposals.

COMMISSION BUDGET

The artwork commission will be **\$750,000**, inclusive of all costs and fees for the artist to execute the project from design through structural engineering, fabrication, site preparation, and transportation/delivery to site. Installation will be coordinated with project construction team.

ELIGIBILITY

This opportunity is open nationally to all professional artists and artist teams.

“We Shall Rise” Mother Jones Monument Project



Water Tower and plaza, looking east.

OVERVIEW

The Chicago Departments of Cultural Affairs and Special Events (DCASE) and Water Management (DWM) in partnership with the Mother Jones Heritage Project (MJHP) invite professional artists and artist teams with a demonstrated history of completing major permanent outdoor public art projects to submit their qualifications for a **\$250,000** commission remembering Mother Jones and her continuing legacy to be placed in Jane Byrne Park at the Historic Water Tower, 806 N. Michigan Avenue.

As part of the City's ongoing efforts to promote meaningful relationships between communities and the public art in their neighborhoods and in response to the recent social unrest, DCASE administered the Chicago Monuments Project (CMP). The CMP was a multiyear look at Chicago's existing collection of public monuments and the process by which new monuments should be created. An important result is the recommendation that all proposals for new monuments on public property must have significant community engagement and a project advisory panel (PAP) consisting of members of the group advocating for the monument, community representatives, professional art representatives and representatives from relevant City agencies in consultation with local elected officials.

DEADLINE: MARCH 26, 2023, 11:59PM CST

SUMMARY OF THE OPPORTUNITY

DCASE, DWM and MJHP seek to honor the important contributions to labor history of Mother Jones. An Irish immigrant who became a pivotal Chicago-based labor organizer, Mary Harris “Mother” Jones (1837-1930), advocated for global justice, rejected racism against African-Americans, supported the Mexican Revolution, organized women as well as men, and worked for improved living conditions for working families.

Important goals of the project include fostering community driven monument projects, increasing the number of monuments to historic women and raising public awareness of Chicago’s important labor history. While acknowledging the deficit of representations of women and their societal contributions currently in the public art realm the panel also recognizes that the “great man” trope of monument making is not adequate to the duty of communicating fully the importance of Mother Jones, her enduring legacy and that she is part of the ongoing movement for labor rights. The task of the artist is to navigate the creative tension caused by these different needs.

The Mother Jones monument should:

- instill awareness of the ongoing significance of Mother Jones and her legacy
- be informed by a robust community engagement process
- be engineered to withstand the demands of an outdoor dense urban setting
- require minimal maintenance



Aerial view of Jane Byrne Park and the Historic Water Tower.



Looking north from Chicago Ave.



Plaza, looking southwest.

TIMELINE, BUDGET, and ELIGIBILITY

SCHEDULE*

* All dates are approximate and subject to change.

STAGE	START	END	WEEKS
CAFÉ RFQ (open call + short list)	1/20/23	3/26/23	10
Artist Information Session, Virtual, 6-7 PM CST Email for publicart@cityofchicago.org for link	2/1/23	2/1/23	
Review of qualifications	3/27/23	4/7/23	2
Committee selects 3-4 finalists	Week of 4/10/23		1
Notification of finalists	Week of 4/17/23		1
Finalists' design development	4/24/23	6/25/23	8
Finalist's midpoint review	Week of 5/29/23	6/2/23	1
Finalists' presentations	Week of 6/26/23		1

DESIGN HONORARIUM

Finalists will be paid a **\$1,000** honorarium to develop proposals.

COMMISSION BUDGET

The artwork commission will be **\$250,000**, inclusive of all costs and fees for the artist to execute the project from design, structural engineering, fabrication, site preparation, and installation.

ELIGIBILITY

This opportunity is open nationally and internationally to all professional artists and artist teams.

SELECTION CRITERIA

Applicants will be shortlisted based on a competitive review of the following:

- **Artistic excellence:** demonstrated skill and quality craftsmanship in examples of past work; examples provided should be relevant to how the artist will approach this public art opportunity
- **Creative process:** examples of past work should illustrate how artist has used community engagement in their design process; examples provided should be relevant to how the artist will approach this public art opportunity
- **Ability:** demonstrated experience in public art project management and executing large scale outdoor artwork, coordinating engineering and fabricating teams, delivering contractual milestones and managing large budgets in a timely fashion
- **Meaningful relationship** of the creative and conceptual aspects of their artistic process with the purpose of the “We Shall Rise” Mother Jones Monument or CTA State and Lake Station Public Art project as expressed in the Letter of Interest (LOI).

WHAT YOU NEED TO APPLY

Each artist, artist team or arts organization must submit an entirely digital application.

Incomplete applications will not be considered.*

Checklist:

Artists and Teams
Letter of Interest
A 2-page Resume or Curriculum Vitae for each artist, submitted as one collated document.
Eligible Work Samples: 6-10 total images of past large-scale public art and infrastructure projects by the artist or the artist team’s lead artist(s).
Optional: One (1) video, edited to no more than two (2) minutes in length, may also be submitted but is not required.
Annotated Image List
If applying as an artist team, a list of key team members and their roles
Three professional references

WHAT YOU NEED TO APPLY

LETTER OF INTEREST

1.) A single page document of 500 words or less, Describing the applicant's:

- Interest in the specific public art opportunity being applied for
- Description of content and concepts central to Applicant's work
- Brief summary of Applicant's professional experience to date

WHAT YOU NEED TO APPLY

RESUME / CURRICULUM VITAE

- **Artists:** Please submit your resume or CV.
- **Teams:** Please submit your Team/studio resume or CV, or collate the individual resumes/CVs of each Team member into a single document.

WHAT YOU NEED TO APPLY

WORK SAMPLES / PORTFOLIO OF PREVIOUS WORK

In the "**CHOOSE WORK SAMPLES**" portion of this call, please provide:

10 images of existing, recent work

- File Types: JPEG or JPG only
- File Dimensions: 1200 pixels or greater on the longest side
- File size: Under 5 MB
- Do not submit more than 2 images of the same work.

WHAT YOU NEED TO APPLY

ANNOTATED IMAGE LIST

For each work sample provided, please list:

- Title
- Medium/media
- Dimensions
- Year completed
- Price, project budget, or commission budget
- Installation site (if available), including street address or coordinates
- Brief statement (2 sentences maximum) about the work
- (Optional) Thumbnail images are advised but not required.

Questions?

No phone calls.

Contact: Nathan Mason, Curator of Collections and Public Art
publicart@cityofchicago.org

HOW TO APPLY TO THIS RFQ VIA CaFÉ

To apply, you will:

1. Register / Login to CaFÉ
2. Update your user profile and portfolio
3. Find the DCASE calls:

State and Lake:

https://artist.callforentry.org/festivals_unique_info.php?ID=10982

Mother Jones

https://artist.callforentry.org/festivals_unique_info.php?ID=10983

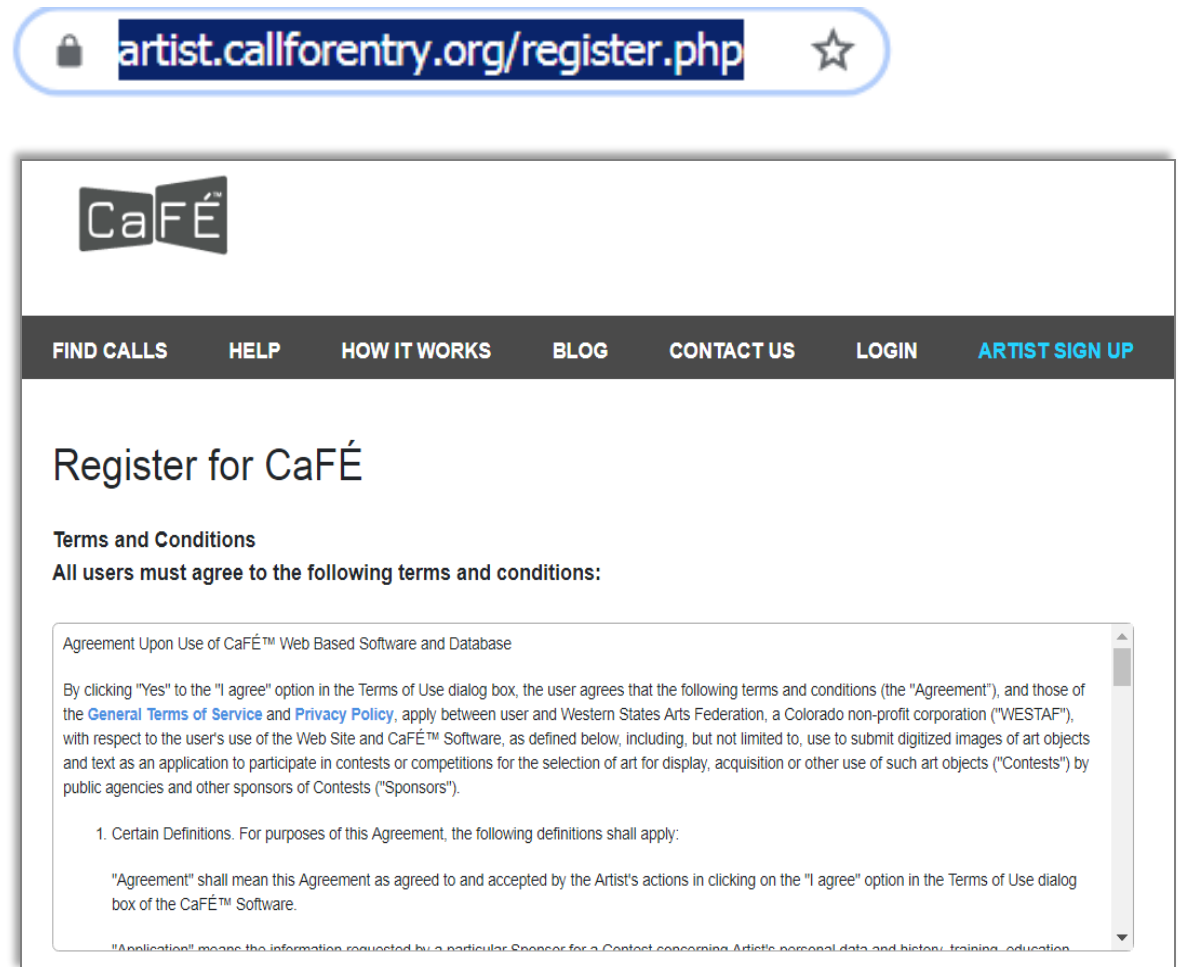
4. Read the “Call Detail” thoroughly and respond to all prompts
5. Submit your complete application by:

State and Lake: **MARCH 5, 2023, 11:59PM CST**

Mother Jones: **MARCH 26, 2023, 11:59PM CST**

1. Register with CaFÉ > Login to CaFÉ

First time users
must **REGISTER**
with CaFÉ.



The screenshot shows a web browser address bar with the URL `artist.callforentry.org/register.php` and a star icon. Below the browser is the CaFÉ website interface. The header features the CaFÉ logo and a navigation menu with links: FIND CALLS, HELP, HOW IT WORKS, BLOG, CONTACT US, LOGIN, and ARTIST SIGN UP. The main content area is titled "Register for CaFÉ" and includes a section for "Terms and Conditions". It states that all users must agree to the following terms and conditions:

Agreement Upon Use of CaFÉ™ Web Based Software and Database

By clicking "Yes" to the "I agree" option in the Terms of Use dialog box, the user agrees that the following terms and conditions (the "Agreement"), and those of the [General Terms of Service](#) and [Privacy Policy](#), apply between user and Western States Arts Federation, a Colorado non-profit corporation ("WESTAF"), with respect to the user's use of the Web Site and CaFÉ™ Software, as defined below, including, but not limited to, use to submit digitized images of art objects and text as an application to participate in contests or competitions for the selection of art for display, acquisition or other use of such art objects ("Contests") by public agencies and other sponsors of Contests ("Sponsors").

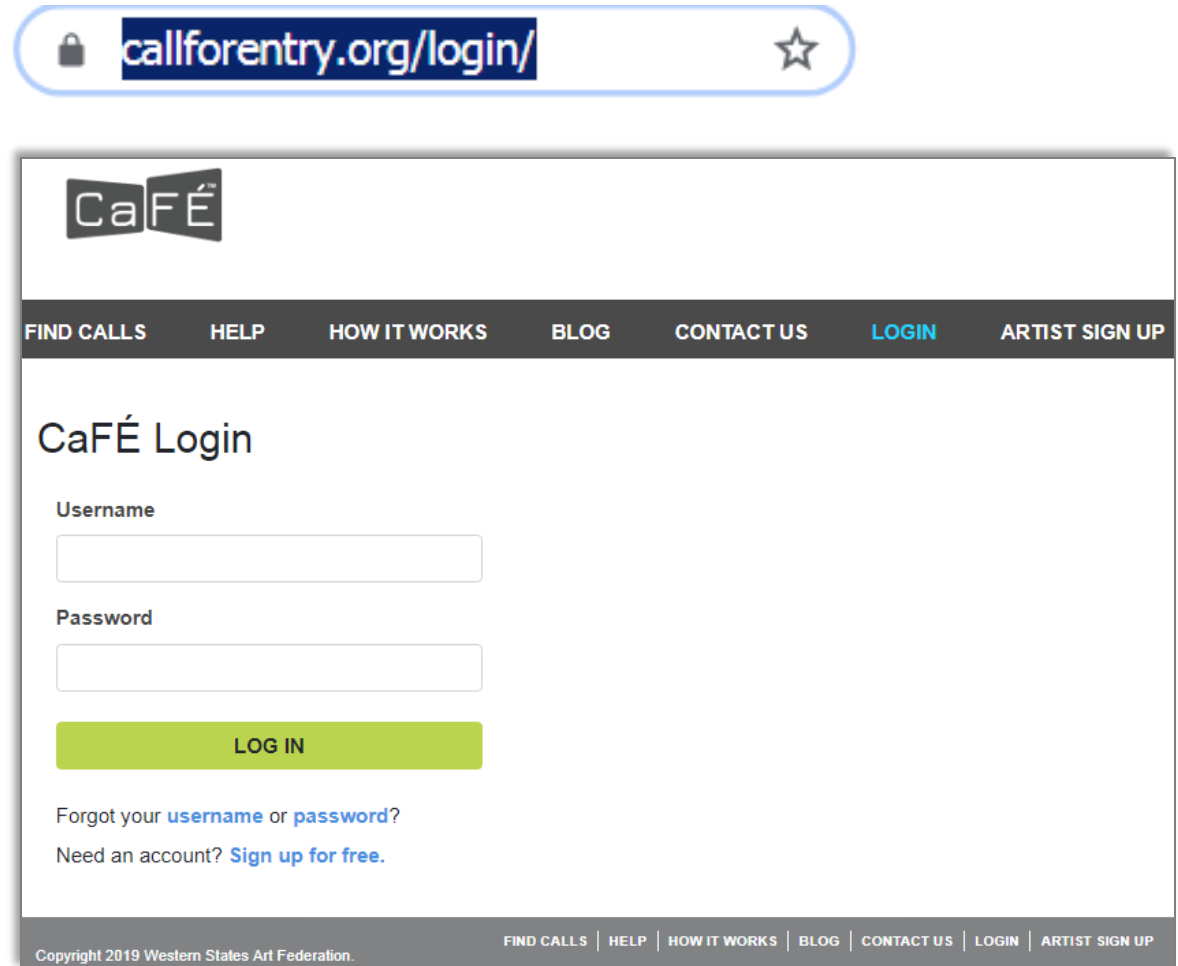
1. Certain Definitions. For purposes of this Agreement, the following definitions shall apply:

"Agreement" shall mean this Agreement as agreed to and accepted by the Artist's actions in clicking on the "I agree" option in the Terms of Use dialog box of the CaFÉ™ Software.

"Application" means the information requested by a particular Sponsor for a Contest concerning Artist's personal data and history, training, education,

Register with CaFÉ > Login to CaFÉ

Registered CaFÉ
users may proceed
to **LOG IN**.



The screenshot shows the CaFÉ login page. At the top, a browser address bar displays the URL `callforentry.org/login/` with a lock icon on the left and a star icon on the right. Below the address bar is the CaFÉ logo. A dark navigation bar contains the following links: FIND CALLS, HELP, HOW IT WORKS, BLOG, CONTACT US, LOGIN (highlighted in blue), and ARTIST SIGN UP. The main content area is titled "CaFÉ Login" and contains two input fields: "Username" and "Password". Below these fields is a green "LOG IN" button. Under the button, there are two links: "Forgot your [username](#) or [password](#)?" and "Need an account? [Sign up for free](#)." The footer of the page includes the copyright notice "Copyright 2019 Western States Art Federation." and a repeat of the navigation links: FIND CALLS | HELP | HOW IT WORKS | BLOG | CONTACT US | LOGIN | ARTIST SIGN UP.

Update your profile and portfolio

MY CAFÉ ENTRIES MY PROFILE MY PORTFOLIO APPLY TO CALLS CHECKOUT CAFÉ HELP LOG OUT

Once you have
logged in you
may update
your profile.

MY CAFÉ ENTRIES MY PROFILE MY PORTFOLIO APPLY TO CALLS CHECKOUT CAFÉ HELP LOG OUT

Username
TestPublicArtChicago

Password
.....

Confirm Password
.....

First Name
Joanna

Last Name
Goebel

Business or Studio Name
XYZ Studio

Address 1

Is this an individual or team account?
☐ Individual ☒ Team

— Add Team Partners

First Name 1
Legal First Name

Last Name 1
Legal Last Name

+ Add Partner

UPDATE MY PROFILE

Update your profile and portfolio

MY CAFÉ ENTRIES MY PROFILE **MY PORTFOLIO** APPLY TO CALLS CHECKOUT CAFÉ HELP LOG OUT

You may also update your portfolio.

Be sure to have upload-ready files:

IMAGE:

- JPEG or JPG
- Under 5MB
- 1200 pixels or larger on the longest side

VIDEO:

- 3GP, WMV, AVI, MOV, ASF, MPG, MP4, M2T, MKV, M2TS
- Under 100MB
- Minimum resolution of 640 x 480
- Minimum 12 fps

Update your profile and portfolio

MY CAFÉ ENTRIES MY PROFILE **MY PORTFOLIO** APPLY TO CALLS CHECKOUT CAFÉ HELP LOG OUT

My Portfolio

Uploaded work samples will be stored in your portfolio so you can submit them to calls. You will pick and choose which works to submit on the application form section.

Upload Media



My Portfolio Uploads:

Images: 2 out of 100

Audio: 0 out of 6

Video: 0 out of 6

Images (2)



Cat1



Squirrel1

Audio (0)

Video (0)

Click **Upload Media** to add a new file to your portfolio.

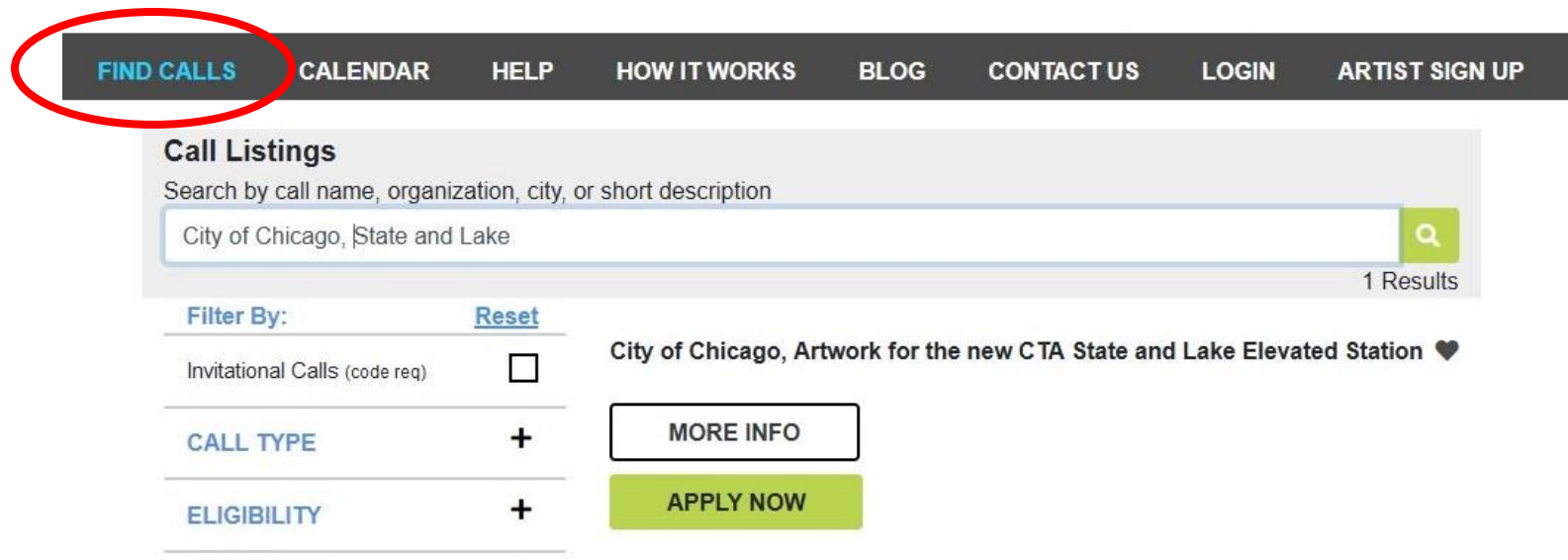
Find the call

Enter the call URL into your internet browser:

https://artist.callforentry.org/festivals_unique_info.php?ID=10982

Or...


Go to **FIND CALLS** and search using key words:



FIND CALLS CALENDAR HELP HOW IT WORKS BLOG CONTACT US LOGIN ARTIST SIGN UP

Call Listings

Search by call name, organization, city, or short description

City of Chicago, State and Lake 


1 Results

Filter By: [Reset](#)

Invitational Calls (code req) ☐

CALL TYPE +

ELIGIBILITY +

City of Chicago, Artwork for the new CTA State and Lake Elevated Station 

MORE INFO

APPLY NOW

Find the call

Click **MORE INFO**.



[FIND CALLS](#) [CALENDAR](#) [HELP](#) [HOW IT WORKS](#) [BLOG](#) [CONTACT US](#) [LOGIN](#) [ARTIST SIGN UP](#)

Call Listings

Search by call name, organization, city, or short description

City of Chicago, State and Lake

1 Results

Filter By:

[Reset](#)

Invitational Calls (code req)

☐

CALL TYPE

+

ELIGIBILITY

+

ENTRY FEE

+

PROJECT BUDGET

+

DEADLINE MONTH

+

LOCATION

+

Sort by

Choose... ▾

City of Chicago. Artwork for the new CTA State and Lake Elevated Station ♥

MORE INFO

APPLY NOW

Call Type: Public Art
Eligibility: National
State: Illinois
Entry Deadline: 3/5/23
Days remaining to deadline: 34
Budget: \$750,000

The Chicago Department of Cultural Affairs and Special Events (DCASE), the Chicago Department of Transportation (CDOT) and the Chicago Transit Authority (CTA) invite professional artists and artist teams with a demonstrated history of completing complex, permanent, outdoor public art projects to submit their qualifications for a **\$750,000** public art commission for the new CTA State and Lake Station to be built on the Loop elevated tracks at the intersection of State and Lake Streets in downtown Chicago. Construction is scheduled to begin in Summer 2023.

Find the call

You will be taken to
the Call Detail page.

[FIND CALLS](#)[CALENDAR](#)[HELP](#)[HOW IT WORKS](#)[BLOG](#)[CONTACT US](#)[LOGIN](#)[ARTIST SIGN UP](#)

Call Detail

[← Back to Participating Calls](#)

City of Chicago, Artwork for the new CTA State and Lake Elevated Station

[Visit Organization Website](#)Contact Email: publicart@cityofchicago.org

Contact Phone: No phone call:

Entry Deadline: 3/5/23*Days remaining to deadline: 34***Work Sample Requirements****Images** | Minimum: 6, Maximum: 10**Video** | Minimum: 0, Maximum: 1**Total Samples** | Minimum: 6, Maximum: 11**Call Type:** Public Art**Eligibility:** National**State:** Illinois**Budget:** \$750,000[APPLY NOW](#)

Read the call detail and respond to all prompts

Read the
Call Detail
in full.



[Visit Organization Website](#)

Contact Email: publicart@cityofchicago.org

Contact Phone: No phone call

Entry Deadline: 3/5/23

Days remaining to deadline: 34

Work Sample Requirements

Images | Minimum: 6, Maximum: 10

Video | Minimum: 0, Maximum: 1

Total Samples | Minimum: 6, Maximum: 11

Call Type: Public Art

Eligibility: National

State: Illinois

Budget: \$750,000

APPLY NOW

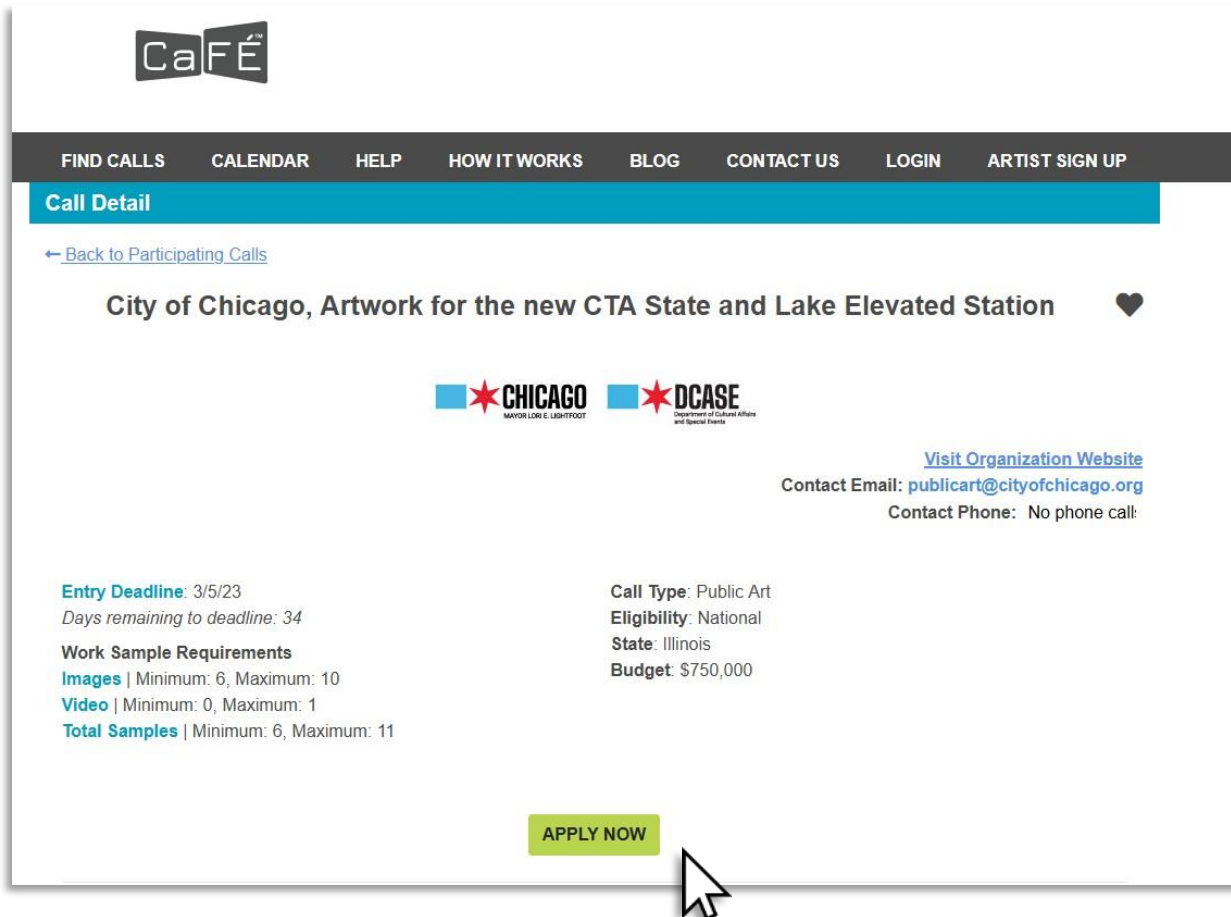
[View Site Details](#)

INTRODUCTION

The Chicago Department of Cultural Affairs and Special Events (DCASE), the Chicago Department of Transportation (CDOT) and the Chicago Transit Authority (CTA) invite professional artists and artist teams with a demonstrated history of completing complex, permanent, outdoor public art projects to submit their qualifications for a **\$750,000** public art commission for the new CTA State and Lake Station to be built on the Loop elevated tracks at the intersection of State and Lake Streets in downtown Chicago. Construction is scheduled to begin in Summer 2023.

PERCENT FOR ART & CAPITAL PLAN

Read the call detail and respond to all prompts



The screenshot shows the CaFÉ website interface. At the top is the CaFÉ logo. Below it is a navigation bar with links: FIND CALLS, CALENDAR, HELP, HOW IT WORKS, BLOG, CONTACT US, LOGIN, and ARTIST SIGN UP. The main content area has a blue header with the text "Call Detail". Below this is a link "← Back to Participating Calls". The main title of the call is "City of Chicago, Artwork for the new CTA State and Lake Elevated Station" with a heart icon to its right. Below the title are the logos for the City of Chicago (Mayor Lori E. Lightfoot) and DCASE (Department of Cultural Affairs and Special Events). To the right of the logos is a link "Visit Organization Website" and contact information: "Contact Email: publicart@cityofchicago.org" and "Contact Phone: No phone call:". Below this, there are two columns of information. The left column contains: "Entry Deadline: 3/5/23", "Days remaining to deadline: 34", "Work Sample Requirements", "Images | Minimum: 6, Maximum: 10", "Video | Minimum: 0, Maximum: 1", and "Total Samples | Minimum: 6, Maximum: 11". The right column contains: "Call Type: Public Art", "Eligibility: National", "State: Illinois", and "Budget: \$750,000". At the bottom center is a green button labeled "APPLY NOW" with a mouse cursor pointing at it.



CaFÉ

FIND CALLS CALENDAR HELP HOW IT WORKS BLOG CONTACT US LOGIN ARTIST SIGN UP

Call Detail

[← Back to Participating Calls](#)

City of Chicago, Artwork for the new CTA State and Lake Elevated Station

[Visit Organization Website](#)
Contact Email: publicart@cityofchicago.org
Contact Phone: No phone call:

Entry Deadline: 3/5/23
Days remaining to deadline: 34

Work Sample Requirements
Images | Minimum: 6, Maximum: 10
Video | Minimum: 0, Maximum: 1
Total Samples | Minimum: 6, Maximum: 11

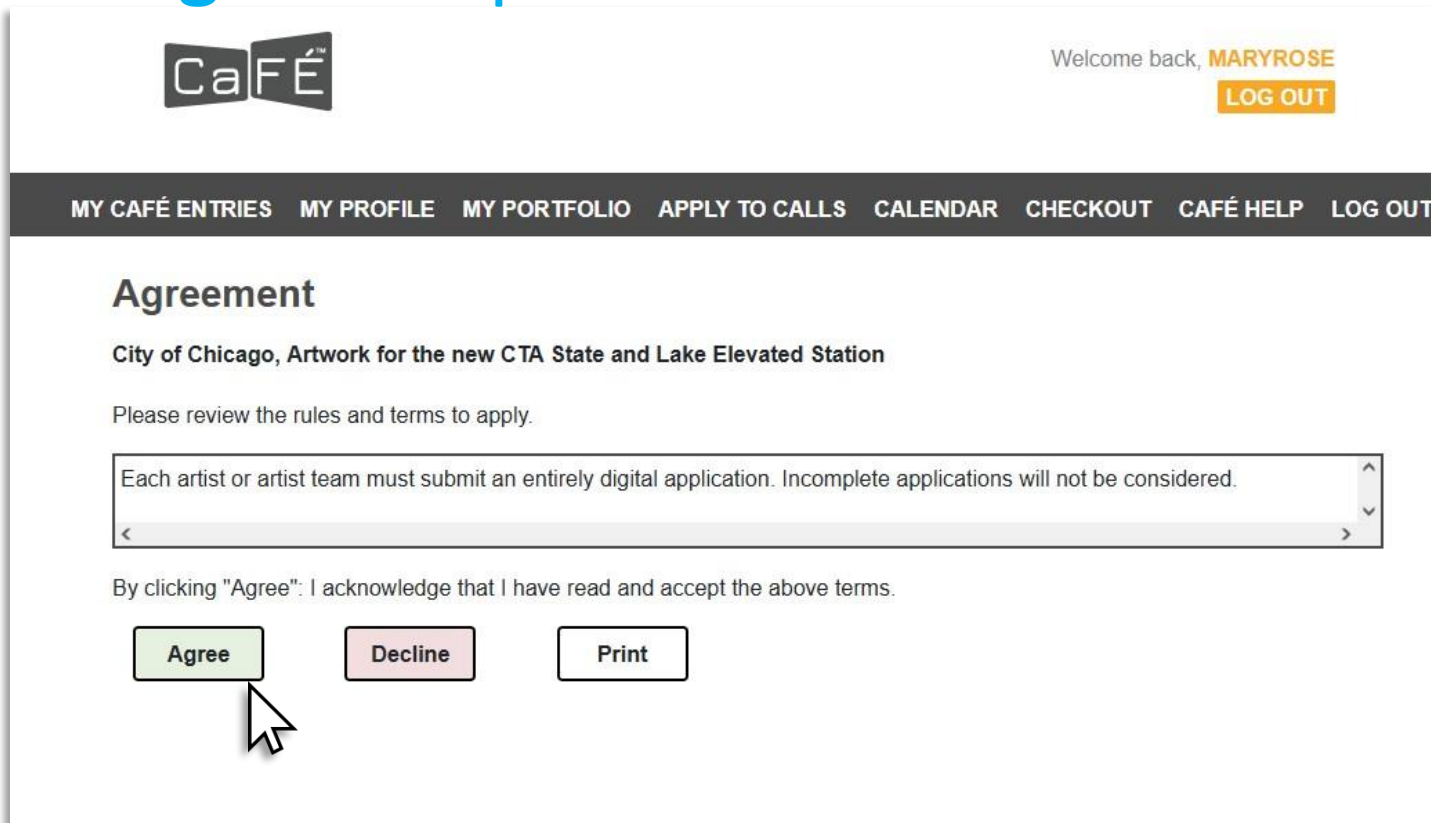
Call Type: Public Art
Eligibility: National
State: Illinois
Budget: \$750,000

APPLY NOW

Click
APPLY NOW
to begin your
application.

Read the call detail and respond to all prompts

Click **Agree*** to proceed.



The screenshot shows the CaFÉ website interface. At the top left is the CaFÉ logo. At the top right, it says "Welcome back, MARYROSE" with a "LOG OUT" button. Below this is a dark navigation bar with links: MY CAFÉ ENTRIES, MY PROFILE, MY PORTFOLIO, APPLY TO CALLS, CALENDAR, CHECKOUT, CAFÉ HELP, and LOG OUT. The main content area is titled "Agreement" and contains the text "City of Chicago, Artwork for the new CTA State and Lake Elevated Station". Below this, it says "Please review the rules and terms to apply." and displays a scrollable box with the text: "Each artist or artist team must submit an entirely digital application. Incomplete applications will not be considered." At the bottom, it states "By clicking 'Agree': I acknowledge that I have read and accept the above terms." and provides three buttons: "Agree" (highlighted with a mouse cursor), "Decline", and "Print".

* If you do not agree, click **Decline** and you will be returned to the Apply To Calls screen.

Read the call detail and respond to all prompts

Answer the Form Questions.

FORM QUESTIONS

A one (1) page Letter of Interest (LOI) stating why the State/Lake Station opportunity is meaningful and appropriate for the applicant's work, as well as potential approach to this project.

?

Choose File

Annotated Image List: An annotated image list that includes the title, media, year completed, dimensions, location, project budget, timeline, and client or commissioning entity for each corresponding image.

- The annotated image list may include thumbnails of submitted images but does not replace the need to upload individual image files
- Image annotations may include very brief descriptions of how the image illustrates one or more of the selection criteria
- If a video is submitted, please include two to three (2-3) sentences to describe its context.

?

Choose File

A two (2) page resume or curriculum vitae (CV); if applying as an artist team, provide a resume or CV for each team member combined in one PDF.

Read the call detail and respond to all prompts

Read each question carefully. Answer all questions as instructed.

Entry Deadline: 3/5/2023
[View Site Details](#)

Fields in bold are required.

FORM QUESTIONS

A one (1) page Letter of Interest (LOI) stating why the State/Lake Station opportunity is meaningful and appropriate for the applicant's work, as well as potential approach to this project.

?

Choose File

Annotated Image List: An annotated image list that includes the title, media, year completed, dimensions, location, project budget, timeline, and client or commissioning entity for each corresponding image.

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- Image annotations may include very brief descriptions of how the image illustrates one or more of the selection criteria
- If a video is submitted, please include two to three (2-3) sentences to describe its context.

?

Choose File

A two (2) page resume or curriculum vitae (CV); if applying as an artist team, provide a resume or CV for each team member combined in one PDF.

?

Choose File

You may click **Save** at any time.

You will have opportunities to review your answers before submitting your application.

Read the call detail and respond to all prompts

Choose your Work Samples.

CHOOSE WORK SAMPLES

If you wish to add more work samples, upload media to

My Portfolio



Work sample is linked, not uploaded

REQUIREMENTS:

IMAGES - Minimum: 6, Maximum: 10

AUDIO - Minimum: 0, Maximum: 0

VIDEO - Minimum: 0, Maximum: 1

TOTAL MEDIA - Minimum: 6, Maximum: 11


Please choose 6-11 samples

4. Read the call detail and respond to all prompts

Choose your Work Samples.

- You will need a minimum of 10 **image** files to apply to the call.
- Up to 2 video file is also accepted, but not required.
- Add files to your portfolio as needed.











CHOOSE WORK SAMPLES

If you wish to add more work samples, upload media to **My Portfolio**  *Work sample is linked, not uploaded*

REQUIREMENTS:
IMAGES - Minimum: 6, Maximum: 10
AUDIO - Minimum: 0, Maximum: 0
VIDEO - Minimum: 0, Maximum: 1
TOTAL MEDIA - Minimum: 6, Maximum: 11

Please choose 6-11 samples

Please choose 6-10 images



☐ Image1 ☐ Image2 ☐ Image3 ☐ Image4 ☐ Image5 ☐ Image6 ☐ Image7
☐ Image8 ☐ Image9 ☐ Image10

Read the call detail and respond to all prompts

Review your application.

Click **View Preview** to review your answers before submitting your application.

[MY CAFÉ ENTRIES](#) [MY PROFILE](#) [MY PORTFOLIO](#) [APPLY TO CALLS](#) [CALENDAR](#) [CHECKOUT](#) [CAFÉ HELP](#) [LOG OUT](#)








Your entry is ready for submission.




[I'm ready to checkout](#)

You may preview or go back to entry to make corrections prior to checkout.

[Back to Entry](#) [View Preview](#)

If submitting a body of work, you may re-order work samples below prior to checkout.

						
Squirrel1	Squirrel2	Squirrel3	Squirrel4	Squirrel5	Squirrel6	Squirrel7
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="7"/>

		
SquirrelFood	SquirrelHome	SquirrelBuffet
<input type="text" value="8"/>	<input type="text" value="9"/>	<input type="text" value="10"/>

[Save Order](#)

Read the call detail and respond to all prompts

Review your application.

Your entry is ready for submission.

I'm ready to checkout

You may preview or go back to entry to make corrections prior to checkout.

Back to Entry

View Preview




Click **Back to Entry** if you wish to make any changes.

Submit your complete application by 11:59 CST pm on the day of deadline

Submit your application.

Your entry is ready for submission.

I'm ready to checkout



You may preview or go back to entry to make corrections prior to checkout.

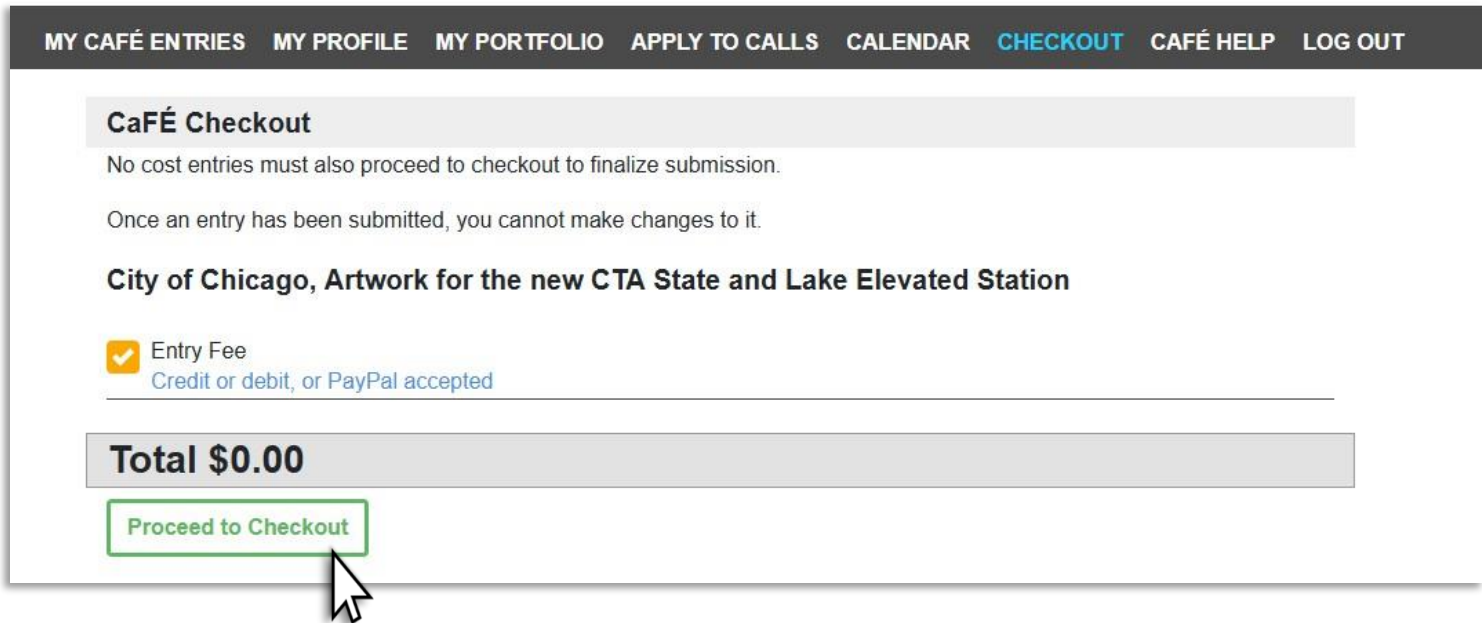
Back to Entry

View Preview

When you are ready to submit your completed application, click **I'm ready to checkout.**

Submit your complete application by the 11:59 pm on the day of deadline

Select the application you wish to submit and click
Proceed to Checkout.

A screenshot of a web application's checkout page. At the top is a dark navigation bar with links: MY CAFÉ ENTRIES, MY PROFILE, MY PORTFOLIO, APPLY TO CALLS, CALENDAR, CHECKOUT (highlighted in blue), CAFÉ HELP, and LOG OUT. Below the navigation bar, the page title is "CaFÉ Checkout". The main content area contains the following text: "No cost entries must also proceed to checkout to finalize submission." and "Once an entry has been submitted, you cannot make changes to it." Below this is the heading "City of Chicago, Artwork for the new CTA State and Lake Elevated Station". There is a section for "Entry Fee" with a checked checkbox and the text "Credit or debit, or PayPal accepted". A summary bar shows "Total \$0.00". At the bottom is a green button labeled "Proceed to Checkout" with a mouse cursor hovering over it.

MY CAFÉ ENTRIES MY PROFILE MY PORTFOLIO APPLY TO CALLS CALENDAR **CHECKOUT** CAFÉ HELP LOG OUT

CaFÉ Checkout

No cost entries must also proceed to checkout to finalize submission.

Once an entry has been submitted, you cannot make changes to it.

City of Chicago, Artwork for the new CTA State and Lake Elevated Station

☒ Entry Fee
Credit or debit, or PayPal accepted

Total \$0.00

Proceed to Checkout

There is no entry fee for this call, but you must proceed to Checkout to finalize your submission.

Submit your complete application by 11:59 CST pm on the day of deadline

Review your Checkout information.

Click **Submit Entry** to submit your application.

MY CAFÉ ENTRIES MY PROFILE MY PORTFOLIO APPLY TO CALLS CALENDAR CHECKOUT CAFÉ HELP LOG OUT

CaFÉ Checkout

Finalize: This is the final step in completing your application(s). If you need to make changes, [click here](#) to return to previous page. Otherwise, click the "Submit Payment" button below to complete payment and submit your application(s).

Call for Entry	Description	Cost	Total
City of Chicago, Artwork for the new CTA State and Lake Elevated Station	Entry Fee	1 x \$0.00	\$0.00

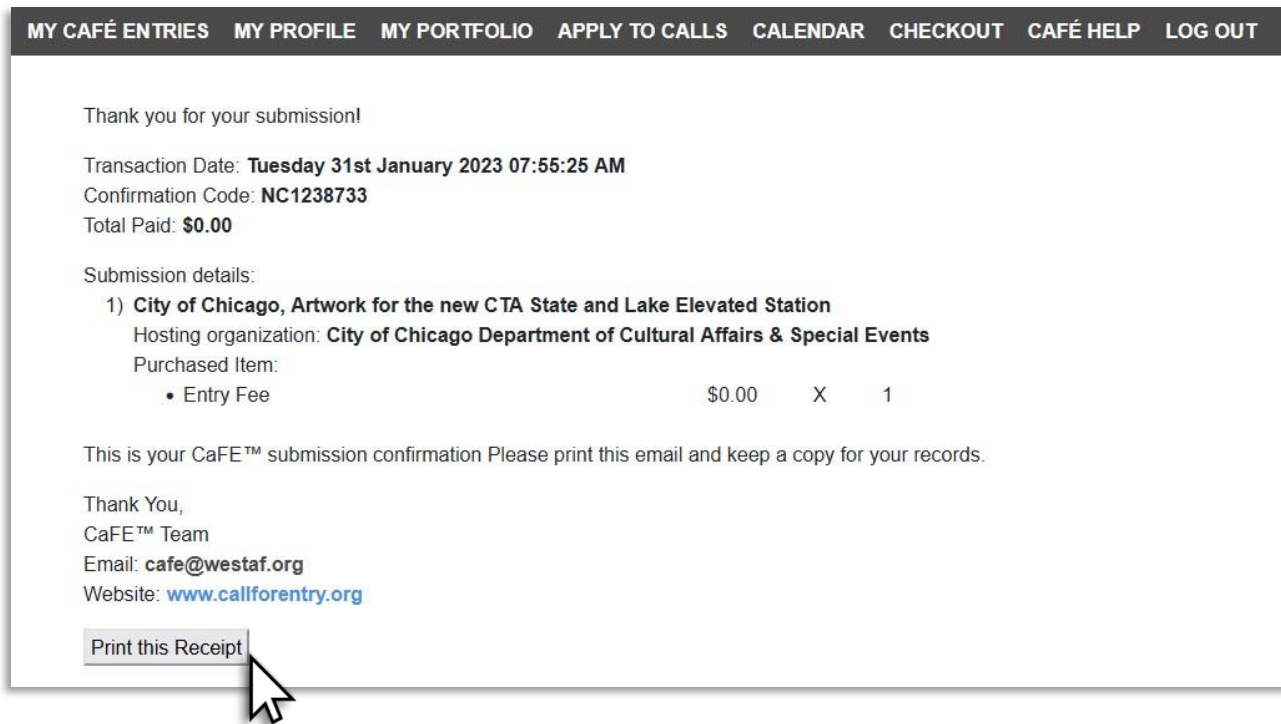
Grand Total: \$0.00

Submit Entry

Submit your complete application by 11:59 CST pm on the day of deadline

You will be taken to an order confirmation page.

You may click **Print this Receipt** to retain a receipt for your records.



MY CAFÉ ENTRIES MY PROFILE MY PORTFOLIO APPLY TO CALLS CALENDAR CHECKOUT CAFÉ HELP LOG OUT

Thank you for your submission!

Transaction Date: **Tuesday 31st January 2023 07:55:25 AM**
Confirmation Code: **NC1238733**
Total Paid: **\$0.00**

Submission details:

1) **City of Chicago, Artwork for the new CTA State and Lake Elevated Station**
Hosting organization: **City of Chicago Department of Cultural Affairs & Special Events**
Purchased Item:

• Entry Fee	\$0.00	X	1
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This is your CaFE™ submission confirmation Please print this email and keep a copy for your records.

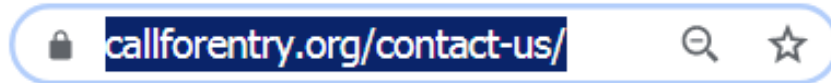
Thank You,
CaFE™ Team
Email: cafe@westaf.org
Website: www.callforentry.org

[Print this Receipt](#)

Congratulations, you're done!

Who do I contact for help on CaFÉ?

For website-specific inquiries contact CaFÉ HELP:



- Support with uploading media or questions about system specifications.
- Errors on the website preventing you from completing an action.
- Assistance with a website feature or understanding website options.
- **If the CaFÉ website is inaccessible, contact CaFÉ.**

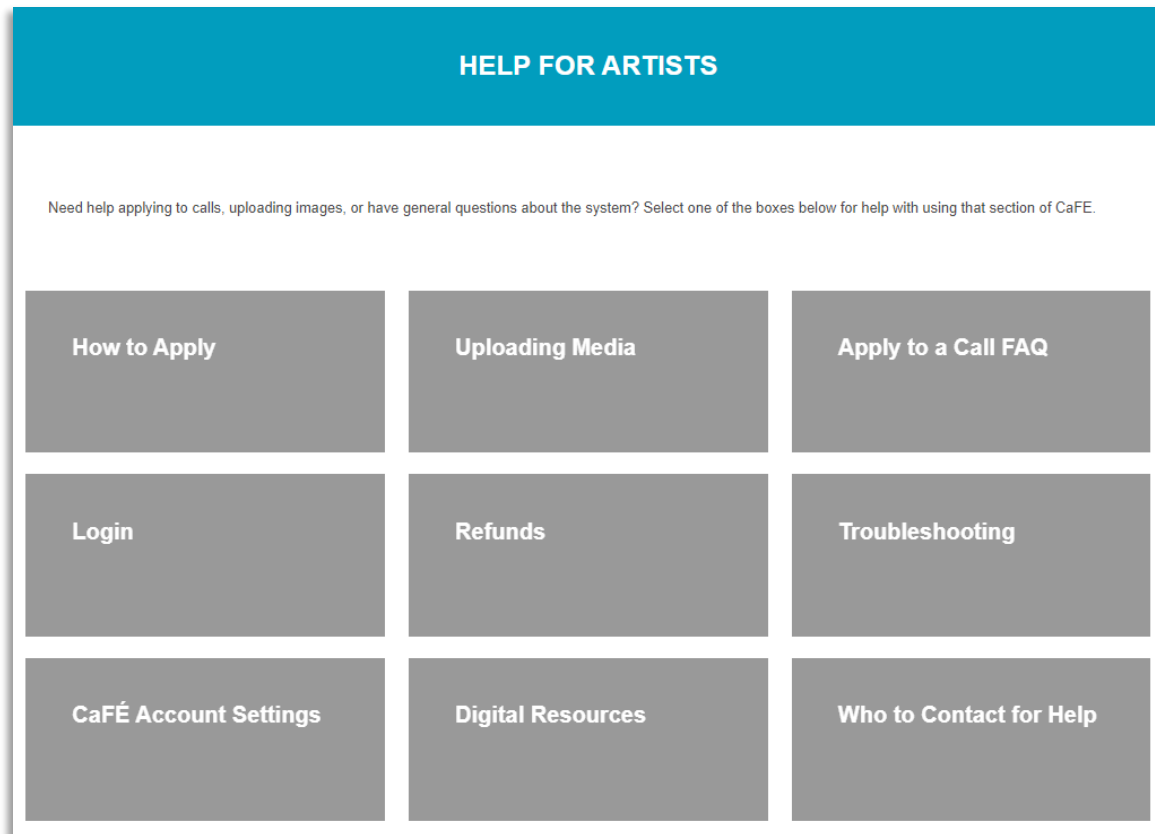
Who do I contact for help on CaFÉ?

For website-specific inquiries contact CaFÉ HELP,
or visit **CaFÉ's HELP FOR ARTISTS** page.

 callforentry.org/artist-help-cafe/  

**Here you will find support
for common questions:**

- Setting up your CaFÉ account
- Updating your profile
- Preparing files to upload to your portfolio
- Applying to calls for entry
- Troubleshooting



Thank you!

State and Lake: Due March 5 at 11:59 CST

https://artist.callforentry.org/festivals_unique_info.php?ID=10982

Mother Jones: Due March 26 at 11:59 CST

https://artist.callforentry.org/festivals_unique_info.php?ID=10983

Questions?

No phone calls.

Contact: Nathan Mason, Curator of Collections and Public Art
publicart@cityofchicago.org

chicago.gov/publicart