

RALPH GARAFOLA, ARTIST – COMMISSION PORTRAIT
OIL ON CANVAS

THE PLANNING CHECKLIST

The Function of the Portrait

- Gift of affection
- Private, family portrait
- Business/Retirement portrait
- Official portrait
- Memorial portrait

The Spirit of the Portrait

1. What is to be the clothing worn by the subject?

2. Is the mood to be formal or informal?

The Size of the Portrait

1. How much of the subject is to be included?
 - Head and Shoulders [Possibly 20" x 16"]
 - Head, Shoulders, Upper Torso [Possibly 24" x 20"]
 - Head, Shoulders, down to Waist [Possibly 30" x 24"]
 - Including Hands (three-quarter length) [Possibly 36" x 30"]
 - Larger than three-quarter [Possibly 40" x 30"]
 - Larger than three-quarter [Possibly 42" x 36"]
 - Full Length [Possibly 50" x 36"]
[Possibly 60" x 42"]
[Possibly 70" x 44"]

Add 50% for each additional figure; add 25% for each additional pet

2. What will be the background?

3. Where will the painting hang?

4. The price of the painting \$ _____

5. The price of the frame is \$ _____

One-third deposit is required upon commissioning of the painting and full payment due upon delivery. Travel and living expenses are additional when it is necessary for the artist to travel.

STUDIO DETAILS

Date Commissioned _____

Date Portrait is due _____

Portrait Subject Name _____
Company and title _____
Address _____
City _____ State _____ Zip _____
Phone _____ email _____

Client Name _____
Company and title _____
Address _____
City _____ State _____ Zip _____
Phone _____ email _____

Size of painting Tentative _____ Final _____
Portrait Price \$ _____ (not including frame)

Frame Style _____ Insert _____
Frame Retail Price \$ _____
Ordered from _____

Artist's Studio Records

Date Delivered _____

Shipping & Travel Expenses _____

Payment

Deposit _____ Date Received _____ Amount _____

Balance _____ Date Received _____ Amount _____

Photographer's copy negative no. _____

Schedule

Plan/Meeting Date _____ Time _____ Location _____

First Sitting Date _____ Time _____ Location _____

Second Sitting Date _____ Time _____ Location _____

Third Sitting Date _____ Time _____ Location _____

Final Sitting Date _____ Time _____ Location _____