

## **PORTFOLIO REVIEWS SPRING 2009 POLICIES AND PROCEDURES**

### *FOUNDATIONS/MINORS/ART HISTORY STUDENTS IN STUDIO COURSES*

**Set up begins on Sunday, April 19th at 10am.** Space is first come, first served. Reserve space in Sister Rosaire/Little Theatre Gallery Areas first, then if there is still space needed by students, spill over into Hammes Gallery. If you can't be at the space at 10am, a friend may reserve a space for you. Just tack a piece of paper w/ their name on it to the space you're reserving for them.

**There may be a performance in the Little Theatre Auditorium on Sunday. If so, set up must be temporarily stopped at 1:30...**your materials must be set up against the wall, with tools back on the tool cart by 1:30. Installation can resume again at 4:30pm. I will email everyone with this information asap.

**Monday, April 20th is "viewing day."** Students are sometimes asked to rehang their work if there are problems or installation issues. Be prepared for anything.

**Tuesday, April 21st is your review day.** Reviews are from 9am until 4pm, and students are reviewed on a first come, first served basis. **COME EARLY** to be reviewed...the latest you should be present in the gallery to be reviewed is 3:30pm. **ANYONE MISSING THE 4PM REVIEW CUT OFF WILL FAIL THEIR PORTFOLIO REVIEW!**

**Your work must be taken down, area cleaned and repainted by 4:30pm on Tuesday, April 21st.** BUT BEFORE YOU CLEAN/REPAINT your area, take photographs of your installation!!!

You only need to lightly spackle all holes in the wall, sand them down (no spackle chunks or schmears please!) and touch up paint. You do not need to paint your entire wall.

**Repainting:** The Sister Rosaire Gallery walls are painted with a Valspar brand "Notre Dame Gray." Little Theatre and most of Hammes are painted with an Olympic brand "Base 2 White." The dark portion of Hammes is painted with a "Mark Twain Gray." The paint cans will be clearly labeled for touch ups. If you have any questions, don't hesitate to ask the Gallery D--Krista Hoefle-- on Tuesday as you clean up.

Any work left up after 4:30pm will be taken down and you will be banned from the galleries for the following semester's reviews. Similarly, if your area is not sufficiently cleaned/repainted, you may be banned!

**BE AN ART STAR!! DROP OFF FOR THIS YEAR'S STUDENT JURIED EXHIBITION IS FRIDAY, APRIL 24th by 5pm in Hammes Gallery. You can submit up to FOUR PIECES!! This year's juror is Molly White (Class of 2007)...PRIZES ANNOUNCED/AWARDED AT THE END-OF-THE-YEAR-PICNIC on May 1st!!**