**Instructions:** Application Binder (9 x 12 inches)

(Front View)

Purchase a Folder / Binder with plastic sleeves

Place label on the binder with the following information:

Name
BFA Graphic Design

(Inside View)

Insert the following into the plastic sleeves:

Page 4 = Project Description Sheet(s)
Page 3 = Writing Sample / Statement of Intent
Page 2 = Transcripts
Page 1 = Check List

FINAL STEP: Place Binder In Portfolio Case
Name  
BFA Graphic Design  
Telephone #  
Home Address  
FAU E-mail address @fau.edu

Portfolio Case (20 x 26 inch)

Black Presentation / Mounting Boards (15 x 20 inch)
Reference: PEARL Art Store  
(#745578 — Pearl Black 14ply Mounting, average price $1.25 each)  
Ultra-Black® 8 is smooth on one side and textured on the other.  
Use the smooth side for mounting.

NO MORE than 10 presentation boards (15 x 20)  
DO NOT submit works in frames, plastic sleeves, glass or plexiglas.
Art work may be mounted vertical or horizontal

15 x 20 inch
Black Presentation Board

White Cover Sheet

If your course projects were lost, damaged and/or your work does not illustrate conceptual development, design principles, drawing skills or appropriate craftsmanship, then you are encouraged to submit self-directed studies.

Item Number: 1
Name: Joe Smith
Course prefix, number, title: Self Directed Project
College or University: NA (not applicable)
Instructor: NA (not applicable)
Medium/materials: e.g. cut paper
Year executed: 2009

NOTE:
DO NOT ATTACH
THE COVER SHEET TO THE FRONT CORNERS

Cover Sheet: Tracing paper or white bond paper.

Border / Margin Widths:
Depending on the size of your art work, the average width of the margins on the sides and bottom may range between .25 inch to 1 inch.

Attach the cover sheet to the back of the presentation board with tape.

Reference: PEARL Art Store:
Black Crepe Masking Tape
#215712  1/2 in. x 60yd. — $2.70
Black Crepe Masking Tape
#215714  3/4 in. x 60yd. — $3.50
Optional: You may select a few gesture, still life, and perspective studies, etc. to include in your portfolio as one of the 10 presentation boards.
Optional: You may select a group of works and arrange the pieces in a variety of layouts.

Multiple Works Mounted on One Presentation Board:
You may arrange complementary works of art. Examples may include, but not limited to:
- Series of color fundamentals / studies
- Series of 2-dimensional designs
- Series of drawings
- Series of photographs
- Series of 3-dimensional projects
- One large photographic image of a sculpture/ceramic piece with smaller photographic detail views
- Grouping color and 2-dimensional designs
- Grouping 2-dimensional designs with visual graphics
- Grouping experimental compositions / mark-makings
- Etc.

[If your work has a mat board frame and can not be removed, such as a photograph, or if your work is mounted to form-core board, you may mount the piece to the presentation board with these restrictions.]
**BFA Portfolio Review | Graphic Design Mounting Guidelines**

**Instructions:** For each work, place a description label on the cover sheet, corresponding to its location.
Instructions: Mounting special projects (e.g. artist books)

Depending on the dimension of your project, create a 3-D pocket or plastic sleeve for the piece.

NOTE:
Attention should be given to the craftsmanship of the construction.

Depending on the size of your piece, you may elect to arrange and mount complementary projects to create a more pleasing layout & design composition.

Examples may include, but not limited to:
- experimental mark-making
- 2-dimensional and/or color explorations
- Visual graphics

Apply the same instructions for positioning description labels on the cover sheet.
**Instruction:** submitting flat work larger than 15 x 20 inches

1. Apply a strip of Velcro
2. Place the work inside the tube
   - (Attach the description label to the back of the piece)
3. Cardboard tube
4. Next, apply the adjacent side of the Velcro strip to the outside of the portfolio case and attach the tube.
5. Or place in portfolio if the tube is small and fits.

Use 2 Portfolio Identification Labels