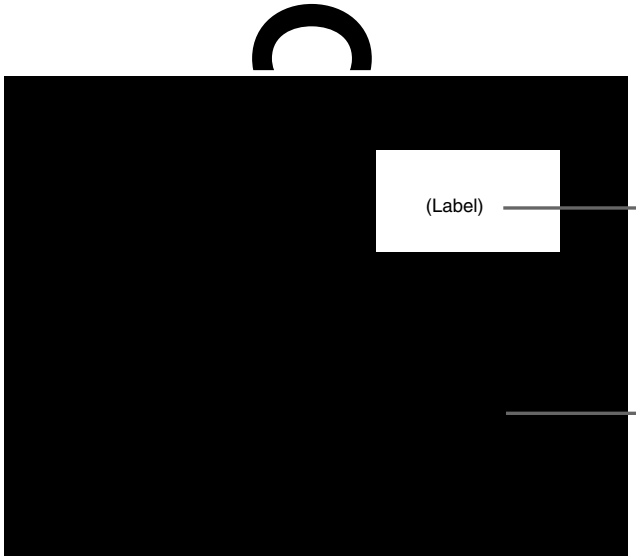
Information to be included on the label -- attach to the outside of the portfolio case



Name: John Smith
BFA Program: Studio Art
Telephone #: xxx-xxx-xxxx
Home Address: xxxx x.x. xxxxx
xxxx xxxxx, xx xxxxx
FAU E-mail Address: xxxxxx@fau.edu

(see page 19)

Portfolio Case (20” x 26”)

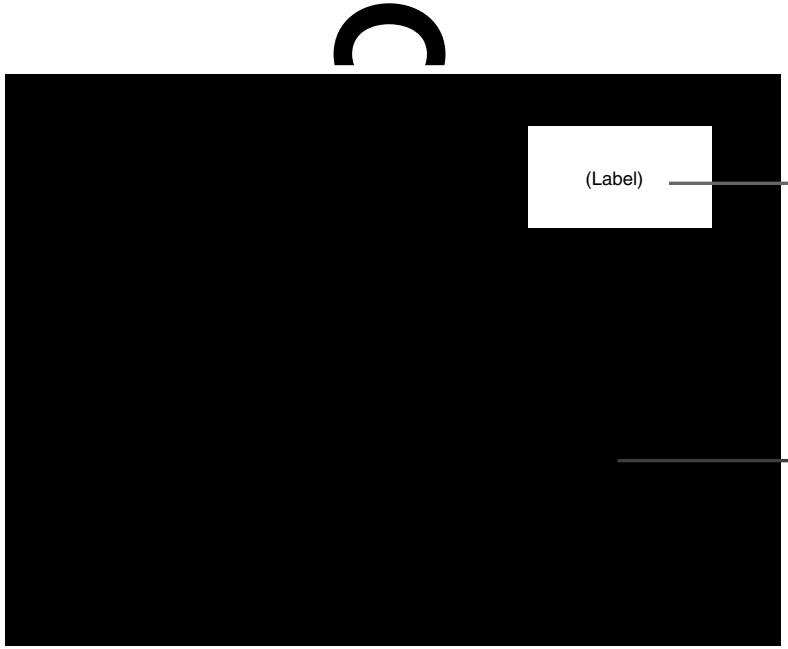
Reference: PEARL Art Store
(#289550 -- sale price $22.00)

Black Presentation / Mounting Boards (15” x 20”)

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 12 presentation boards (15” x 20”) = BFA-STUDIO ART.
DO NOT submit works in frames, plastic sleeves, glass or plexiglas.

Information to be included on the label -- attach to the outside of the portfolio case



Name: John Smith
BFA Program: Studio Art
Telephone #: xxx-xxx-xxxx
Home Address: xxxx x.x. xxxxx
xxxx xxxxx, xx xxxxx
FAU E-mail Address: xxxxxx@fau.edu

(see page 19)

Portfolio Case (23" X 31" X 3")

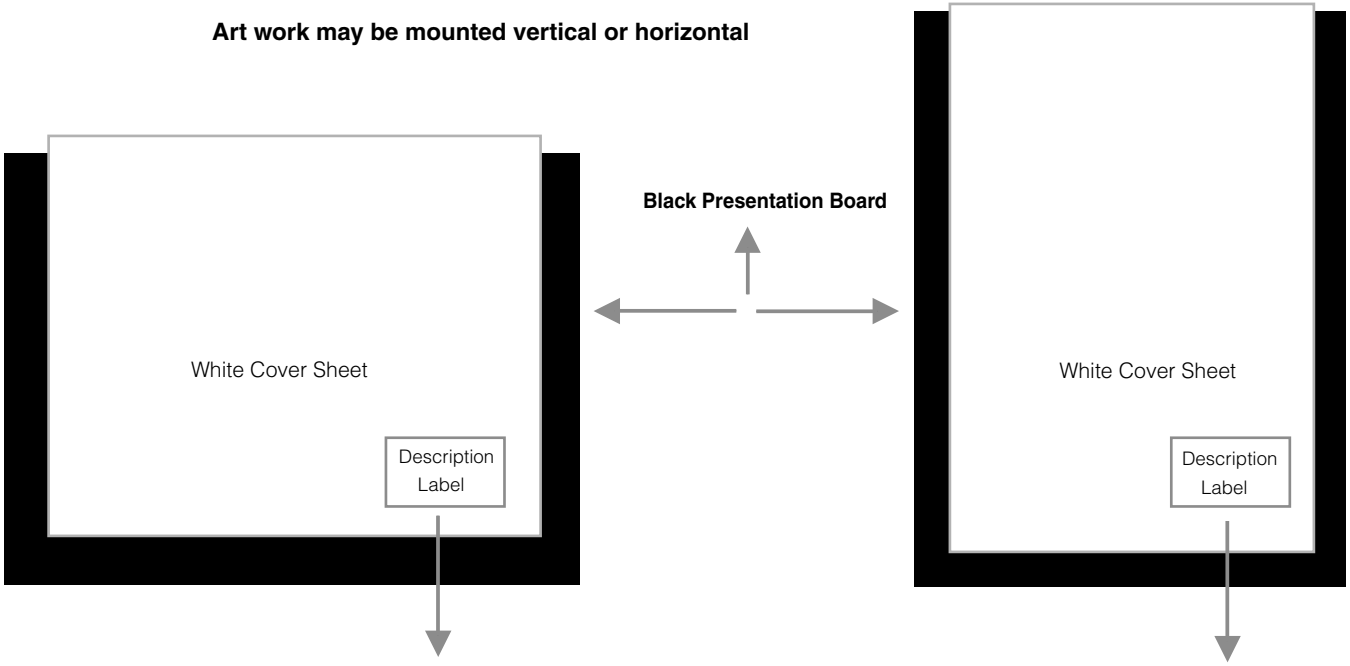
Reference: PEARL Art Store
(#289552 -- sale price $27.00)

Black Presentation / Mounting Boards (20” x 30”)

Reference: PEARL Art Store
(#745579 -- Pearl Black 14ply Mounting, average price -- $2.40 each)
Ultra-Black® 8 is smooth on one side and textured on the other.
“Use the smooth side for mounting.”

NO MORE than 12 presentation boards (20” x 30”) = BFA-STUDIO ART.
DO NOT submit works in frames, plastic sleeves, glass or plexiglas.

Art work may be mounted vertical or horizontal



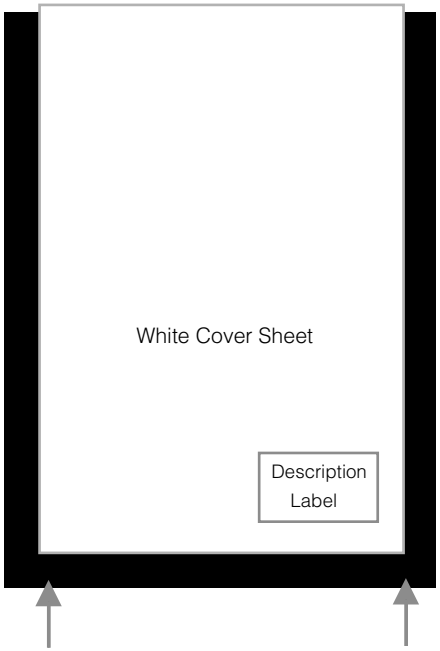
Project Title:	(e.g. Color Wheel)
Project Medium:	(e.g. Acrylic Paint)
Course Title:	(Color Fundamentals)
Instructor:	(e.g. Professor Jones)
University/College:	(FAU)

(See page 7 for labels)

Project Title:	Self-Directed Project
Project Medium:	(e.g. Acrylic Paint)
Course Title:	N.A. (non-applicable)
Instructor:	N.A. (non-applicable)
University/College:	N.A. (non-applicable)

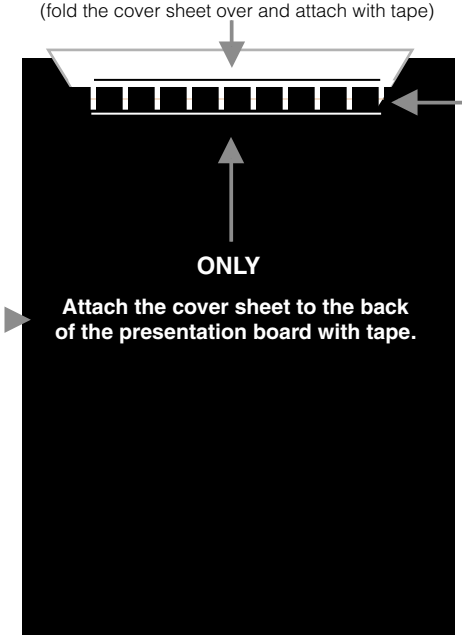
NOTE:
If your course projects were lost, damaged and/or your work does not illustrate conceptual development, design principles, drawing skills or appropriate craftsmanship, then you are encouraged to submit self-directed studies -- Apply this label.

(Front View)



(Back View)

(fold the cover sheet over and attach with tape)



= 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

ONLY

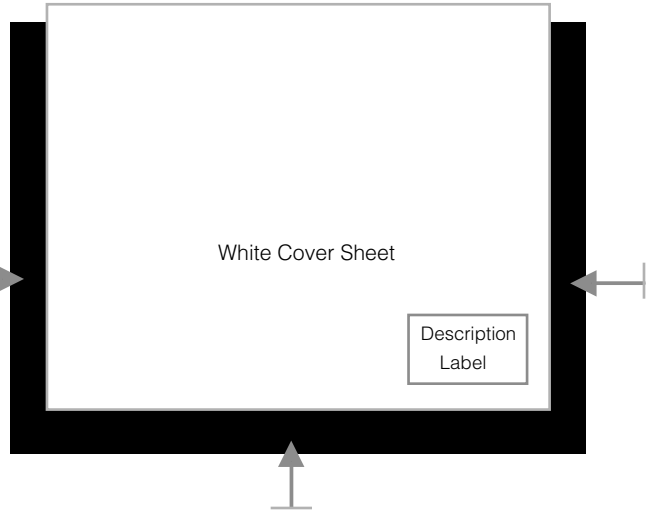
Attach the cover sheet to the back of the presentation board with tape.

DO NOT ATTACH
THE COVER SHEET TO THE FRONT CORNERS

Cover Sheet: Tracing paper or white bond paper.

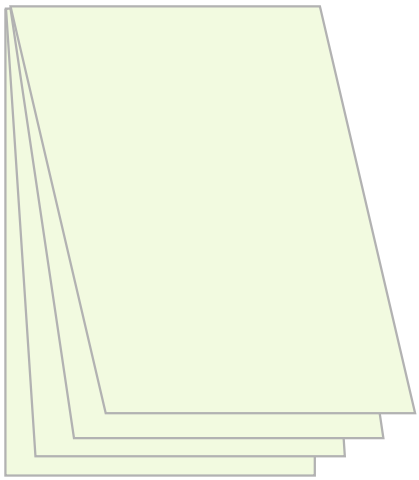
Boarder / Margin Widths:

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.

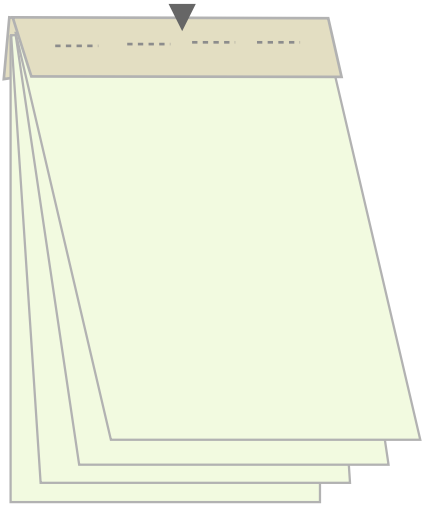


Optional: You may select a few gesture, still life, and perspective studies, etc. to include in your portfolio **as one of the 12 presentation boards**.

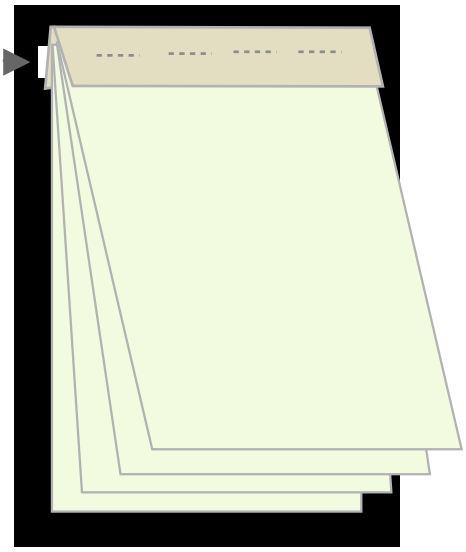
1
[Select and arrange your sketches]



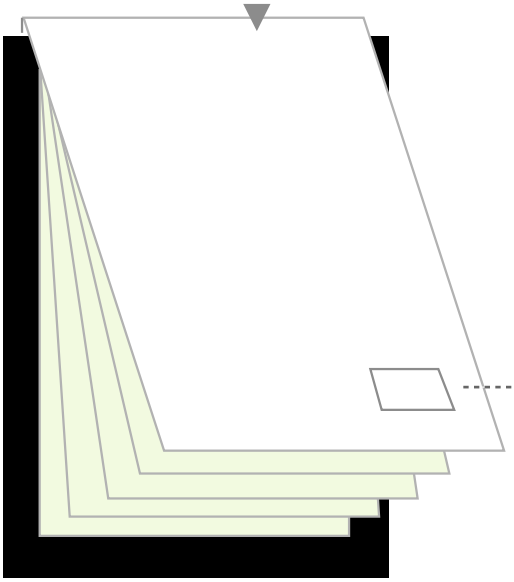
2
[Fold a heavier-weight paper and staple the sketches together.]



3
[Next, attach the folded paper to the mounting board with glue or double-face tape.]



4
[Final step: attach the cover sheet with a description label.]

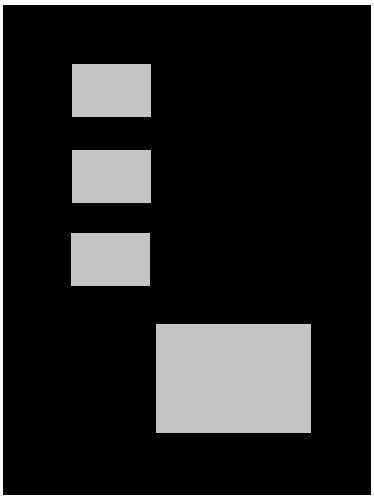


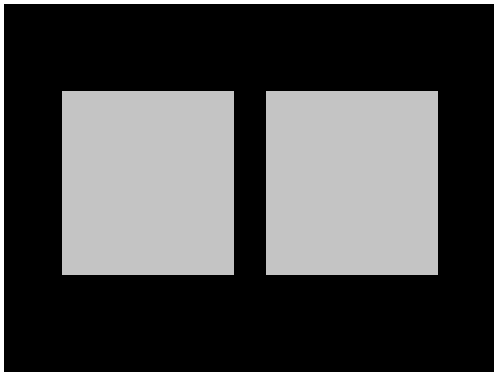
(Front Views)

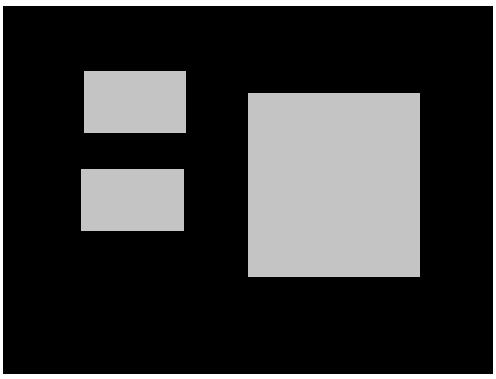
(see page 7 for description labels)

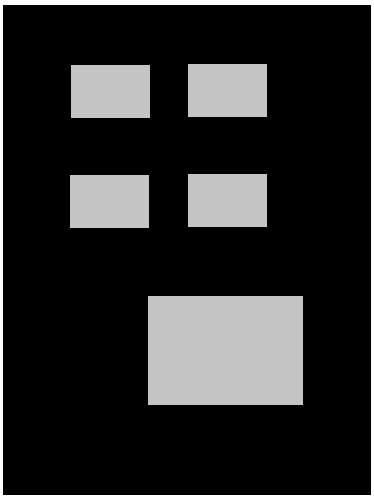
Project Title:	(Gesture / Drawing Studies)
Project Medium:	(e.g. Graphite / Charcoal)
Course Title:	(e.g. Figure Drawing & Drawing I)
Instructor(s):	_____
University / College:	_____

Optional: You may select a group of works and arrange the pieces in a variety of layouts.







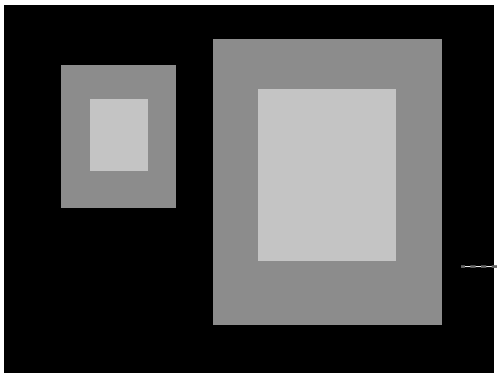


Multiple Works Mounted on One Presentation Board:

You may arrange complimary works of art.

Examples may include, but not limited to:

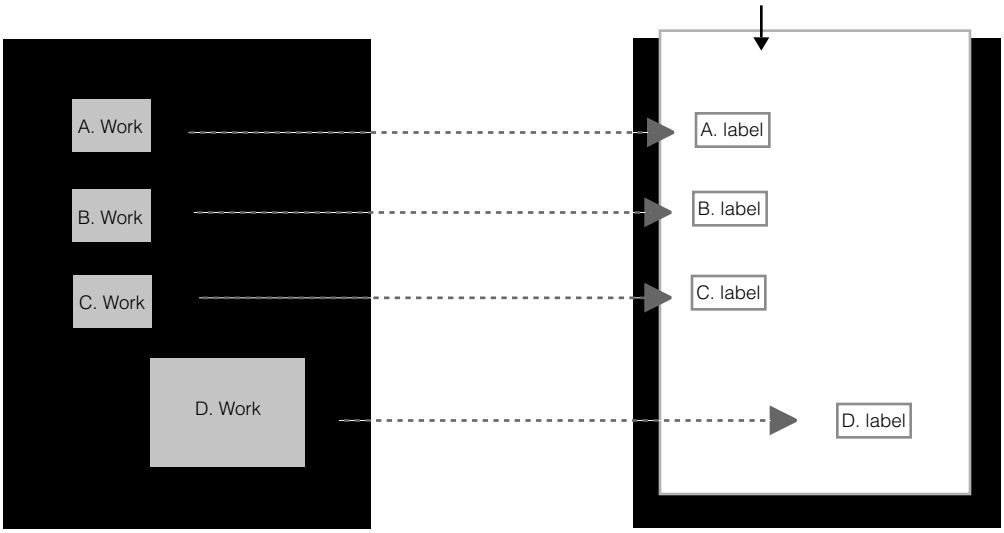
- -Series of color fundamentals / studies
- -Series of 2-dimensional designs
- -Series of drawings
- -Series of photographs
- -Series of 3-dimensional projects
- -One large photographic image of a sculpture/ceramic piece with smaller photographic detail views
- -Grouping color and 2-dimensional designs
- -Grouping 2-dimensional designs with visual graphics
- -Grouping experimental compositions / mark-makings
- -Etc.



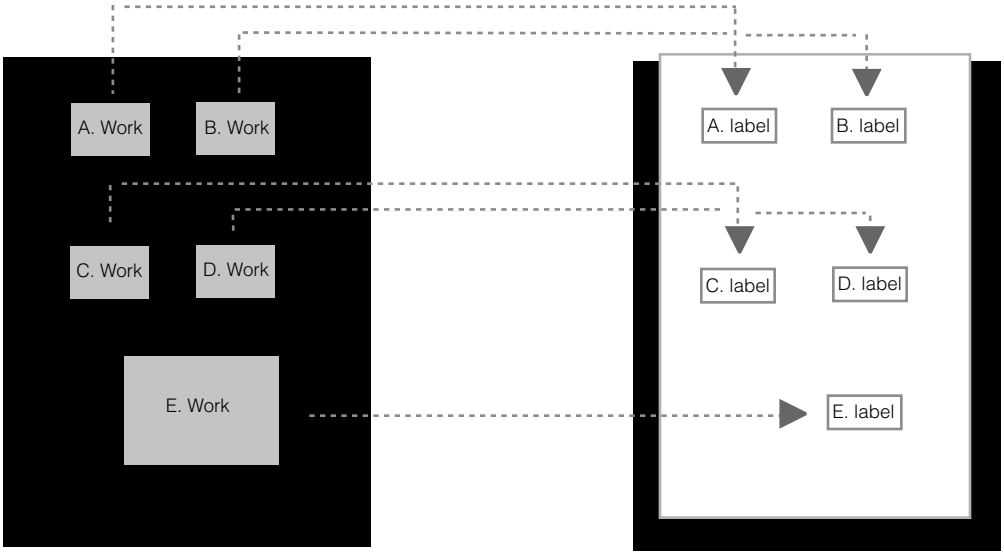
[If your work has a mat board frame and can not be removed, such as a photograph, or if your work is mounted to form-core board, you may mount the piece to the presentation board with these restrictions.]

Instructions: For each work, place a description label on the cover sheet, corresponding to its location.

(Front View: Images Arranged on The Presentation Board) *(Front View: Cover Sheet with Corresponding Labels)*

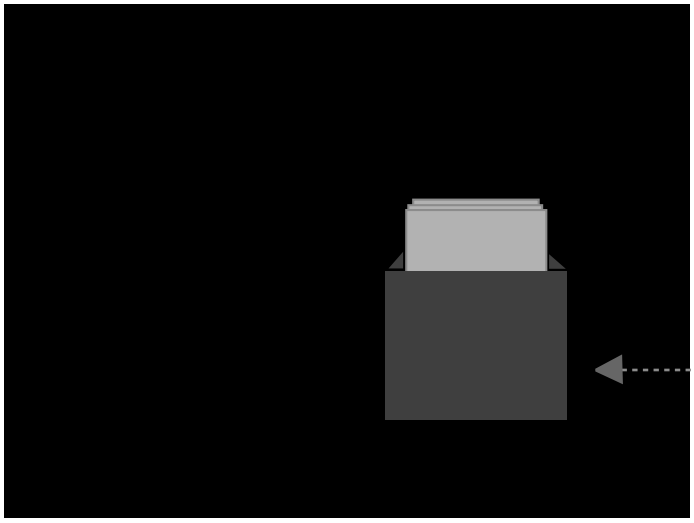


(Front View: Images Arranged on The Presentation Board) *(Front View: Cover Sheet with Corresponding Labels)*



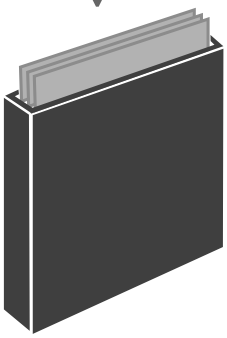
Instructions: Mounting special projects (e.g. artist books)

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.

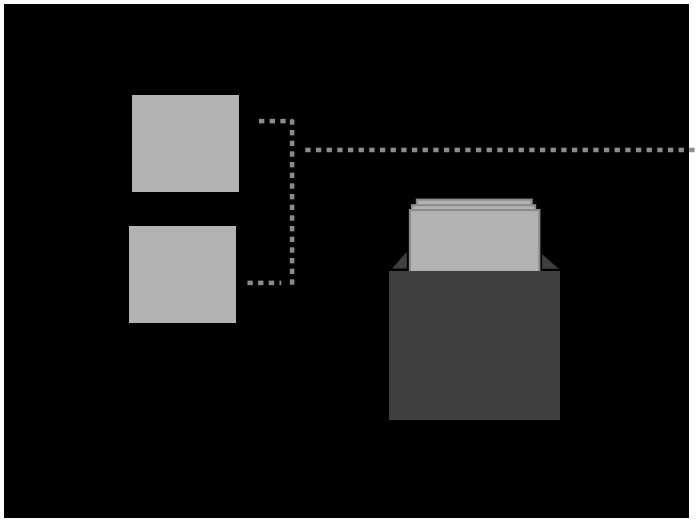
(e.g. Artist Book))



(Securely mount the back side to the presentation board)

(Front Views)

(3-D pocket)



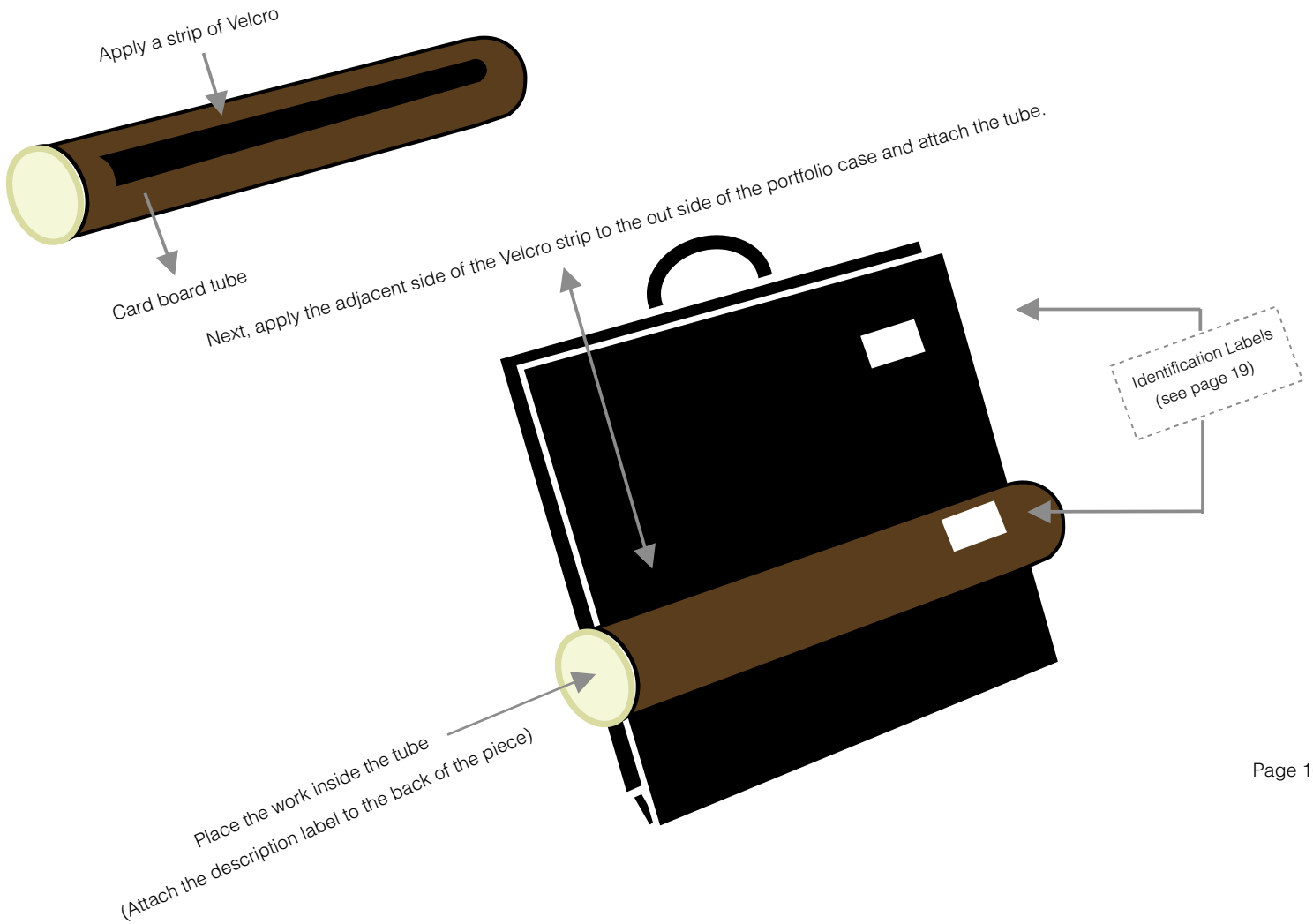
Depending on the size of your piece, you may elect to arrange and mount complimentary projects to create a more pleasing layout & design composition.

Examples may include, but not limited to:

- experimental mark-makings
- 2-dimensional and/or color explorations
- Visual graphics

Apply the same instructions for positioning description labels on the cover sheet *(see page 14)*.

Instruction: submitting flat work larger than 23 inches x 31 inches



Name: John Smith

BFA Program: _____

Statement of Intent

Specific Interests:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXX*(Under this heading, describe your specific interests)* XXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Interests Reflected in The Work I Submitted:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XX*(Under this heading, explain how your interests are reflected in the art work you submitted.)*

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXX

Statement of My Goals:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXX*(Under this heading, include a statement of your goals.)* XXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

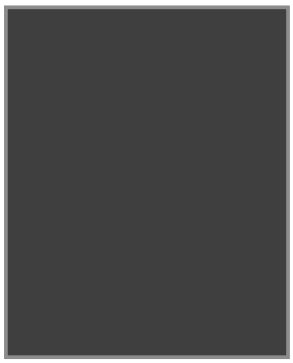
(Format: One page only, 8.5 x 11" sheet of paper -- 1 inch margines on all sides) XXXXXXX

(Body Copy / Text: 12 pt Times Roman -- double space -- "recommed using Microsoft Word to check for spelling and for grammar errors".) (Use 12 pt. Times Roman Bold for the following headings: Name; BFA Program; Statement of Intent; Specific Interests; Interests Reflected in The Work I Submitted; Statement of My Goals. Center the heading: Statement of Intent).

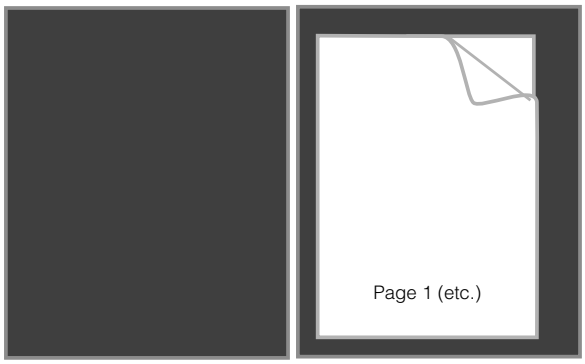
XXXXXXXXXXXX *XXXXXX*XXXXXXXXXXXXXXXXXXXXXXXXXX.

Instructions: Application Packet

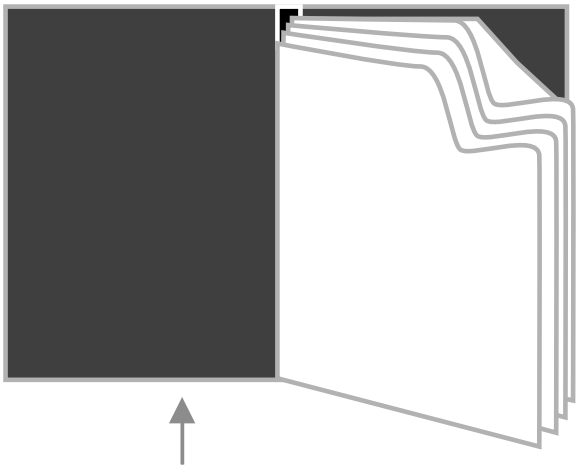
(Front View)



(Inside View)



Purchase a Folder / Binder with plastic sleeves



[**Insert into the plastic sleeves the following forms.**]

Last Page = Committee Evaluation Form

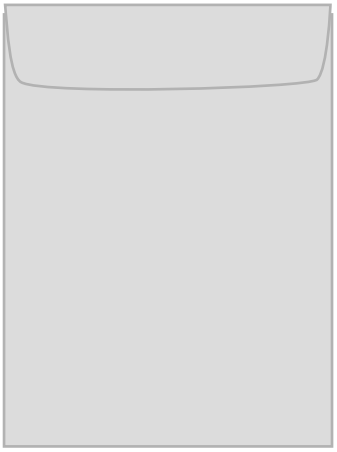
Page 4 = Project Description Sheet(s)

Page 3 = Artist Intent

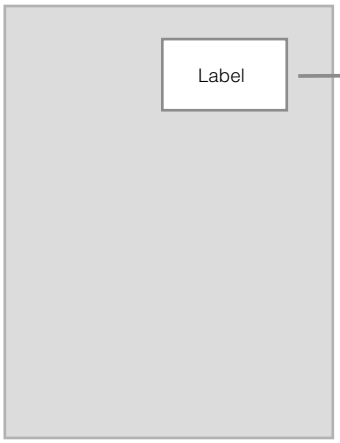
Page 2 = Transcripts

Page 1 = Check List

Place binder / folder into an envelope



(Back View)



(Front View)

Place label on the outside of the envelope with the following information:

Name: _____

BFA Program: (*Graphic Design or Studio Art*)

(See page 19 for the label)

FINAL STEP:
Place the envelope inside your portfolio case.

Instructions: Labels For The Portfolio Case and Application Envelope

(Tape this label to the outside of your portfolio case)

(use the PDF form--Adobe Reader)

Name: _____

BFA Program: _____

Telephone #: _____

Home Address: _____

_____

FAU E-mail: _____

(For large flat works: Tape this label to the outside of the cardboard tube -- see page 16)

(use the PDF form--Adobe Reader)

Name: _____

BFA Program: _____

Telephone #: _____

Home Address: _____

_____

FAU E-mail: _____

(Tape this label to the outside of the application envelope)

(use the PDF form--Adobe Reader)

Name: _____

BFA Program: _____