



University Architect & VP for Facilities Policy & Procedure #21

TITLE: IMAGING PROCESS – CONCEPTUAL DESIGN / RENDERING

OBJECTIVE AND PURPOSE: To establish a policy for initiating and developing a conceptual design and/or artist rendering for University user group to be used for fundraising campaigns.

RESPONSIBILITY

ACTION

- USER GROUP** ♦ Initiate request through the office of the University Advancement.
- UNIVERSITY ADVANCEMENT** ♦ Issue memorandum (**Attachment “A”**) to the University Architect and Vice President for Facilities (UAVP) identifying the project and a contact person for the development of conceptual design and rendering.
- USER GROUP**
 - ♦ Develop Outline Program
 - ♦ Provide information regarding Project Budget and Facility Planning Program.
- UNIVERSITY ARCHITECT & VICE PRESIDENT FOR FACILITIES**
 - ♦ Coordinate initial meeting between the user group and the UAVP’s office to review project location, scope of work and timeline.
 - ♦ Based on user group outline program generate Conceptual Design and estimated budget (plans and elevation) (**Attachment “B”**).
 - ♦ Issue Purchase Order Requisition for artist rendering.
 - ♦ Complete AutoCad floor plans (**Attachment “E”**).
 - ♦ Distribute initial perspective for confirmation of design (**Attachment “C”**).
 - ♦ Authorize artist to finalize the rendering
 - ♦ Distribute final rendering, (**Attachment “D”**), image to:
 - University Architect & Vice President – (1) 11 X 17 Copy
 - User Group – (1) 11 X 17 - (1) 8 ½ X 11
 - University Architect & Vice President for Facilities – (2) 11 X 17
- ATTACHMENTS** ♦ **Sample Documents pertaining to this Policy & Procedure:**
 - a) **Memo from University Advancement – Attachment “A”**
 - b) **Conceptual Design – Attachment “B”**
 - c) **Artist Rendering – Attachment “C”**
 - d) **Final Rendering – Attachment “D”**
 - e) **Final AutoCad drawings – Attachment “E”**

Issued By: Dashtaki & Capeletti	Date Issued: 4/2002	Date Revised: 11/2010	Effective Date: 4/2002
APPROVED:	Vice President	Associate V.P.	N/A Director

MEMORANDUM

TO: Tom Donaudy,
University Architect and Vice President

FROM: (University Advancement), Vice President

DATE:

SUBJECT: (Project Info)

SAMPLE

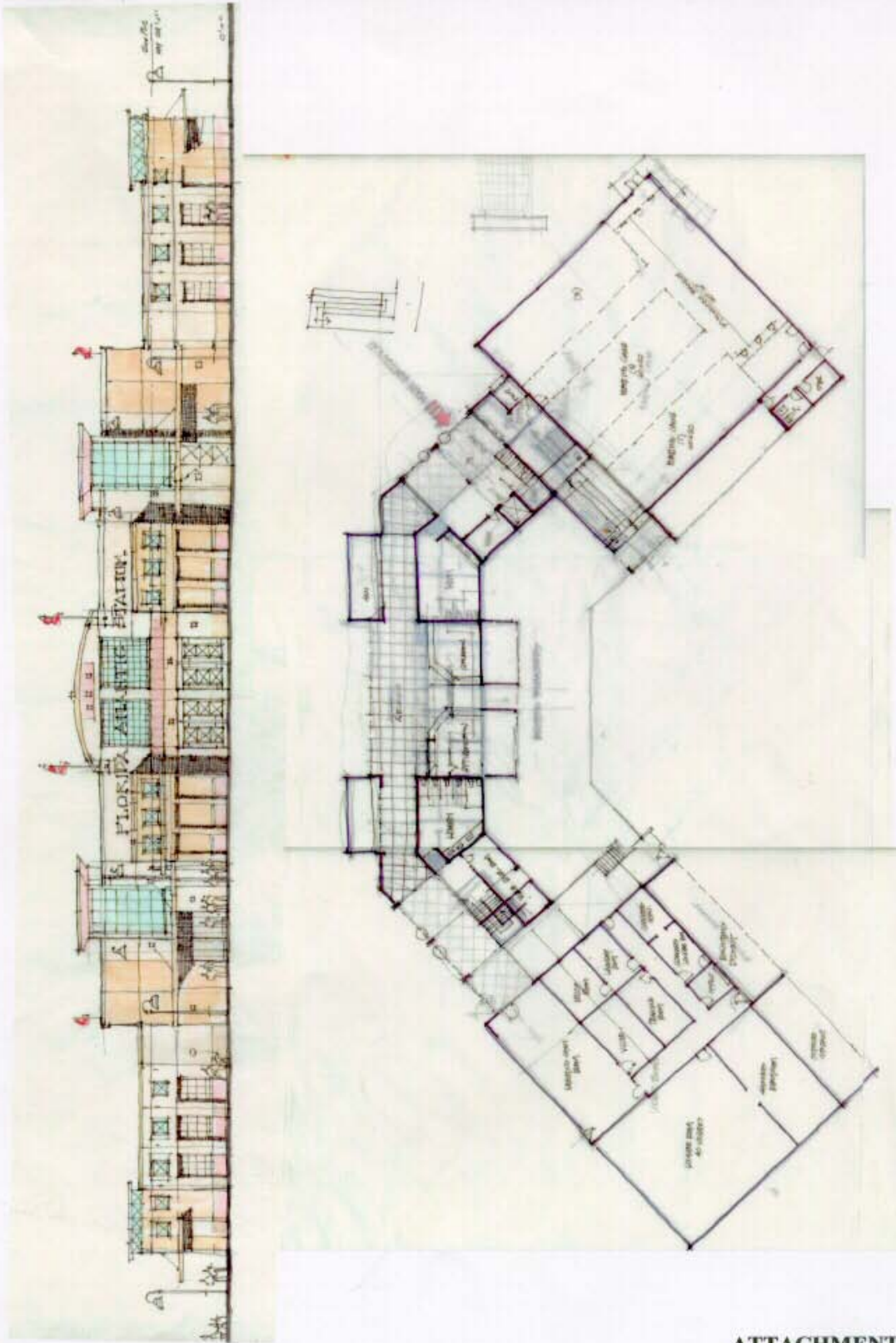
Attached is a memorandum from _____, outlining a project to _____, complete with drawings.

If we could get some very simple cost estimates and a color sketch to use for fund-raising purposes, I am hopeful that we might be able to find a donor, or donors, interested in such a project.

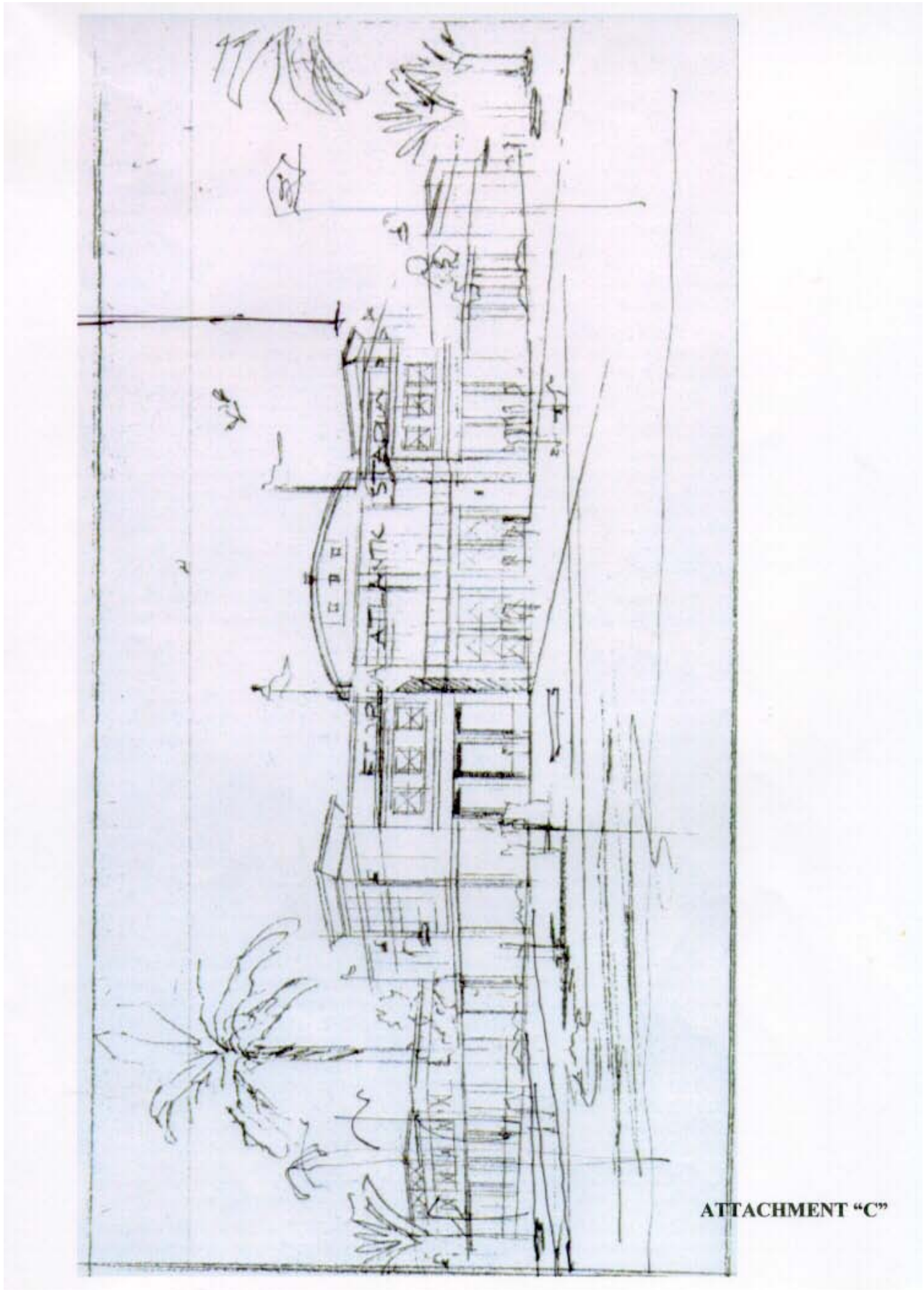
Please let me know who you have assigned to this project so that I may work with them as soon as possible. We would like to begin to promote the project as soon as you have cost estimates and a spec drawing.

cc: files

ATTACHMENT "A"



ATTACHMENT "B"



ATTACHMENT "C"



ATTACHMENT "D"

