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

USER GROUP
♦ Initiate request through the office of the University Advancement.

UNIVERSITY ADVANCEMENT
♦ Issue memorandum, Attachment “A”, to the University Architect and Vice President 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
♦ Coordinate initial meeting between the user group and the Associate Vice President’s office to review project location, scope of work and timeline.

ASSOCIATE VICE PRESIDENT’S OFFICE
♦ 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
  - Associate Vice President – (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”

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<th>Date Issued: 4/2002</th>
<th>Date Revised:</th>
<th>Effective Date: 4/2002</th>
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<td>APPROVED: Vice President</td>
<td>Associate V.P.</td>
<td>Director</td>
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MEMORANDUM

TO: Robert M. Friedman, University Architect and Vice President

FROM: Carla Coleman, Vice President

DATE: April 15, 1999

SUBJECT: Estimating Costs for the Expansion of FAU’s Existing Baseball Stadium

Bob,

I would like to ask for some assistance from your office. Attached is a memorandum from Kevin Cooney, Head Baseball Coach, outlining a project to greatly expand the FAU Baseball Stadium from an athletic point of view, complete with Kevin’s own drawings (his future did not lie in architecture).

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

I have also enclosed a copy of the Stetson University Baseball Guide Book, with a cover picture of their new stadium. Kevin is envisioning some archways on the outside of his.

Please let me know who you have assigned to this project so that I may work with them as soon as possible. Kevin will be glad to discuss the particulars with whomever is assigned as well. Needless to say, timing is everything on a project like this. We would like to begin to promote the project as soon as you have cost estimates and a spec drawing.

Please call me if you have any questions.

cc: Kevin Cooney

ATTACHMENT “A”