

# SENIOR MEETING: Thursday, April 18, 2019

## Ground Rules for Installation:

### 1. LABEL WORKSHEET

- **DOWNLOAD** Label Worksheet form from the Art Department Website (located on the Art Department website, under the Senior Work tab on the navigational menu)
- **TYPE** your label information on the form
  - Please check either '**SINGLE LABEL**' for '**COMBINED LABEL**' box for each piece of artwork.
  - Please check the '**STUDENT OPPORTUNITY FUNDS**' box if the work was produced with assistance from a Student Opportunity Funds Grant.
- **SEND** electronically, as an attachment, to Jill Jones [jjones@skidmore.edu](mailto:jjones@skidmore.edu)

### 2. SIGN UP FOR INSTALLATION TIME

Once Jill has received your Label Worksheet, you are eligible to sign up for an installation time. To sign up, see Jill in the Art Office.

- **Installation times are two hours in duration**, on Friday, May 3, and Tuesday, May 7, 10:00 a.m. and 5:00 p.m., and Monday, May 6, 9:00-5:00.
- During those two hours, you will work with access to the special assistance of a Tang crew person.
- Once you have worked with a crew person, you can stay and work until 5:00 p.m. when the Tang closes.
- No one is allowed in the Tang after closing time. Installation can take place until Tuesday, May 7, 5:00 p.m.

### 3. FRIDAY INSTALLATION

- Some students have been pre-assigned time slots on Friday because of the complexity of their installations.
- Friday installation students must get permission from Cynthia Zellner on Friday, May 3, if they want to continue working over the weekend.
- Students are not allowed to be on ladders without a Tang crew member's presence and permission.
- Friday installation students should not expect to have help installing from the Tang crew member over the weekend, as the crew is very limited at that time. If a crew member is not busy, they will give guidance.

#### 4. SHELVES OR PEDESTALS

If you have shelves or pedestals that require painting in the “Tang White,” please bring them to the Tang starting on 4/26 and no later than 4/27.

#### 5. WEEKEND DROP OFF, NOT INSTALLATION

- You must obtain Cynthia’s permission by Friday, May 3, if you plan to drop off work to your exhibition space.
- You can drop work off on Saturday and Sunday between 12:30- 4:30 p.m.

#### Other Important Matters:

- You may not exchange spaces without prior approval from the Department Chair.
- Faculty will begin grading the work as early as 9:00 a.m. on Wednesday, May 8.  
**NO STUDENTS ARE PERMITTED TO BE IN THE TANG WHILE GRADING IS UNDER WAY!**
- **DE-INSTALL DATE:** Sunday, May 19, beginning at noon and ending at 5:00.
- **FRAMES AND MATS:** If you have not already arranged for these, you must attend to making this preparation as soon as possible.
- Please arrive promptly to the Opening Reception (we will have a boutonniere for you).
- Return all equipment that you have borrowed from the cage after de-install. The cage will be staffed from 11:00 – 2:00. Make sure all parts of equipment are included in original packaging. **Save all boxes and cords!**

#### Dates to remember:

**Final Essays due:** Monday April 22 (submit to essay mentor)

**Label worksheets due:** Friday April 26 (submit via email to jjones)

**Installation Period:** Friday May 3, Monday May 6, Tuesday May 7. (sign up for time in art office)

**Grading by Department Faculty:** Wednesday May 8, 9:00 - Noon

**Opening Reception:** Friday May 10, 6:00 – 8:00 p.m.

**All work removed:** Sunday May 19, by 5:00 p.m.