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

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.