

Art Commission Presentation Guidelines

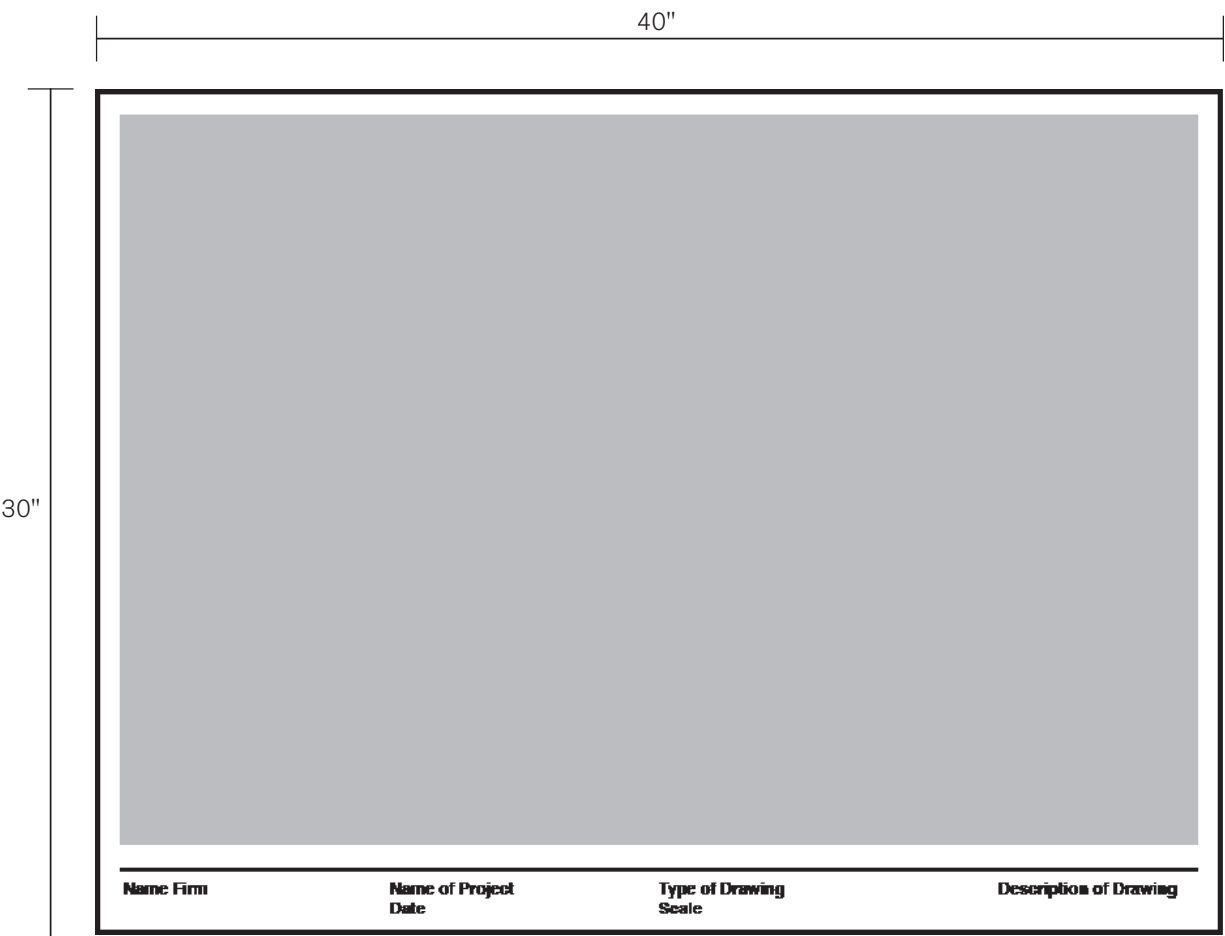
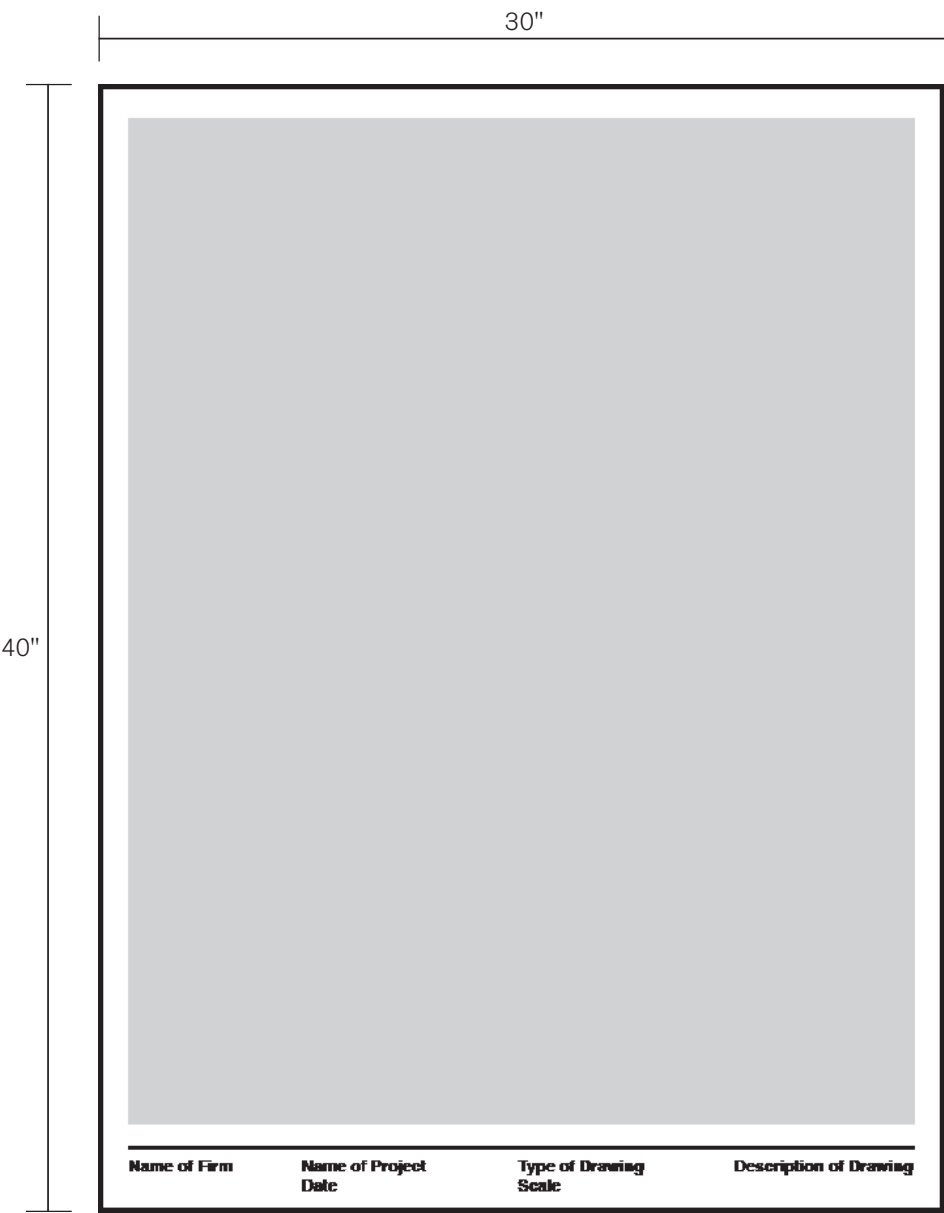
The following pages demonstrate how to format presentation boards for the Art Commission. Materials or boards not submitted on the submission deadline will not be reviewed.

Please see submission guidelines for submission requirements and the calendar for submission deadlines.

The board size should be 30" x 40" portrait or landscape format mounted on foam core or other light rigid material. Boards should have a one inch white border along the top and sides. The bottom margin should be large enough to comfortably accommodate all required information (pp. 6).

This size accommodates most image dimensions and allows for visibility of various image types from a distance, maintaining greater legibility for group review.

Images, such as plans, elevations, sections and/or details, that exclusively use line art with a line thickness at or less than 1 point (.01 inch) must be presented as 11" x 17" handout(s) as well as presentation board(s).

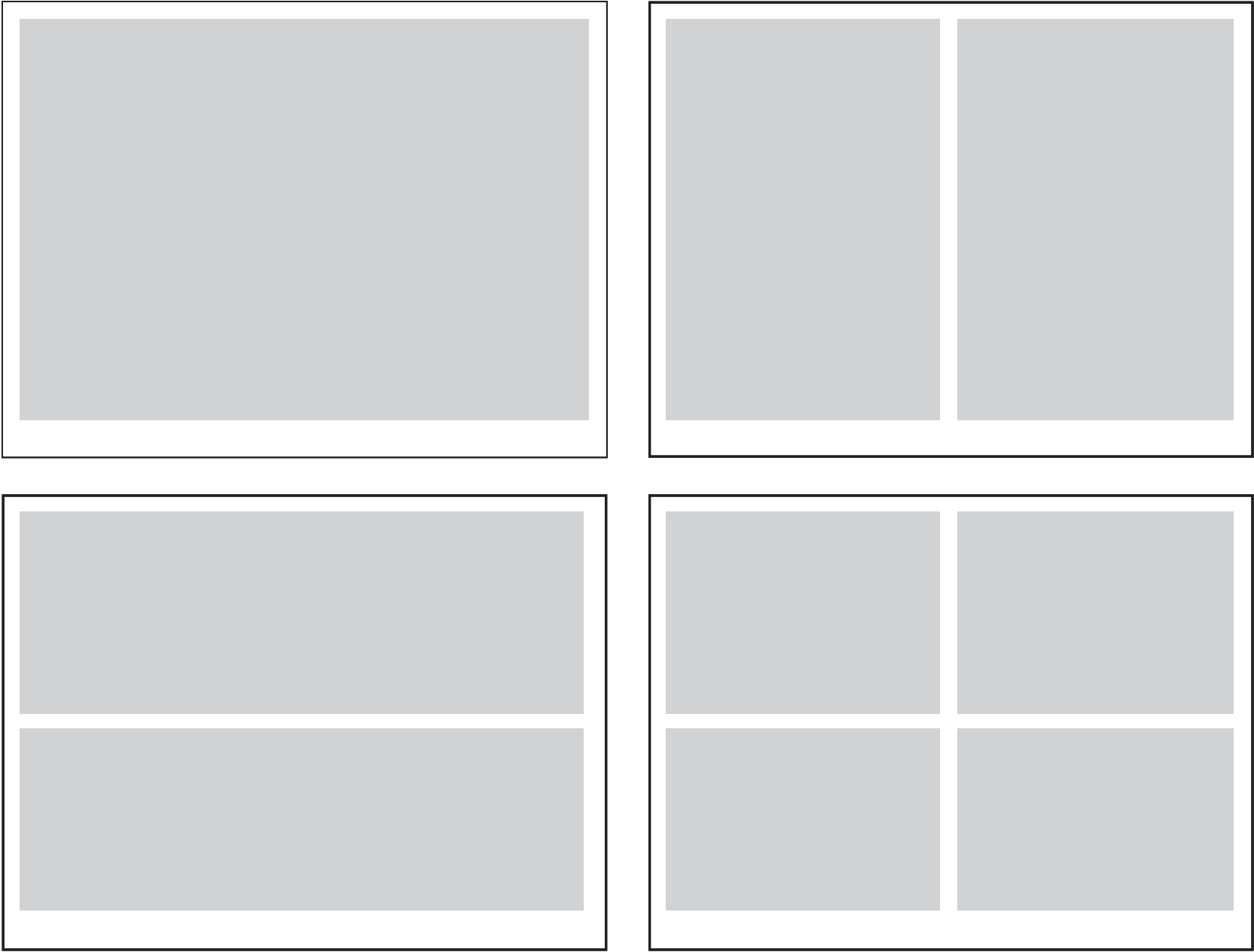


Boards should contain one image only when using complicated images and drawings, such as elevations, plans, renderings, details, etc.

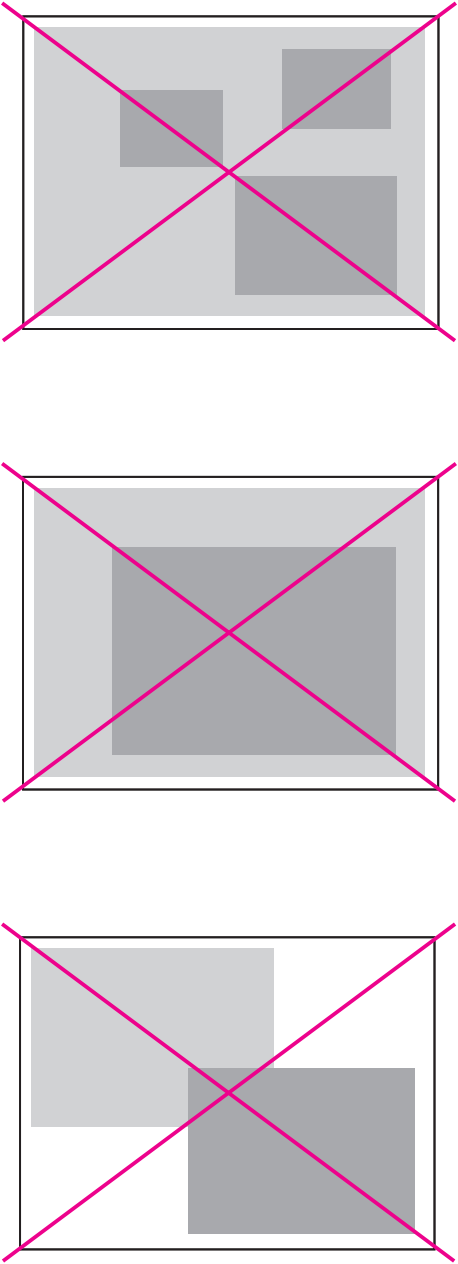
If simple images, such as material samples, are used, they may be placed in multiples on one board, but they should not overlap, touch or be used in any decorative way.

Images, such as plans, elevations, sections and/or details, that exclusively use line art with a line thickness at or less than 1 point (.01 inch) must be presented as 11" x 17" handout(s) in addition to the required 30" x 40" presentation board(s).

DO



DO NOT



The font, Helvetica, has been chosen for its accessibility and its legibility at various sizes and distances. It may be used in either bold or regular weight.

Helvetica must be used as the font for the presentation titleblock (pp. 6) and drawing notes. Avoid using handwriting or any font other than Helvetica, such as a Script or Serif font.

The font size for notes should be no smaller than 20pt Helvetica. The font size for the titleblock should be 50pt.

DO

Helvetica

20pt

30pt

50pt

DO NOT

Handwriting

Script

Serif

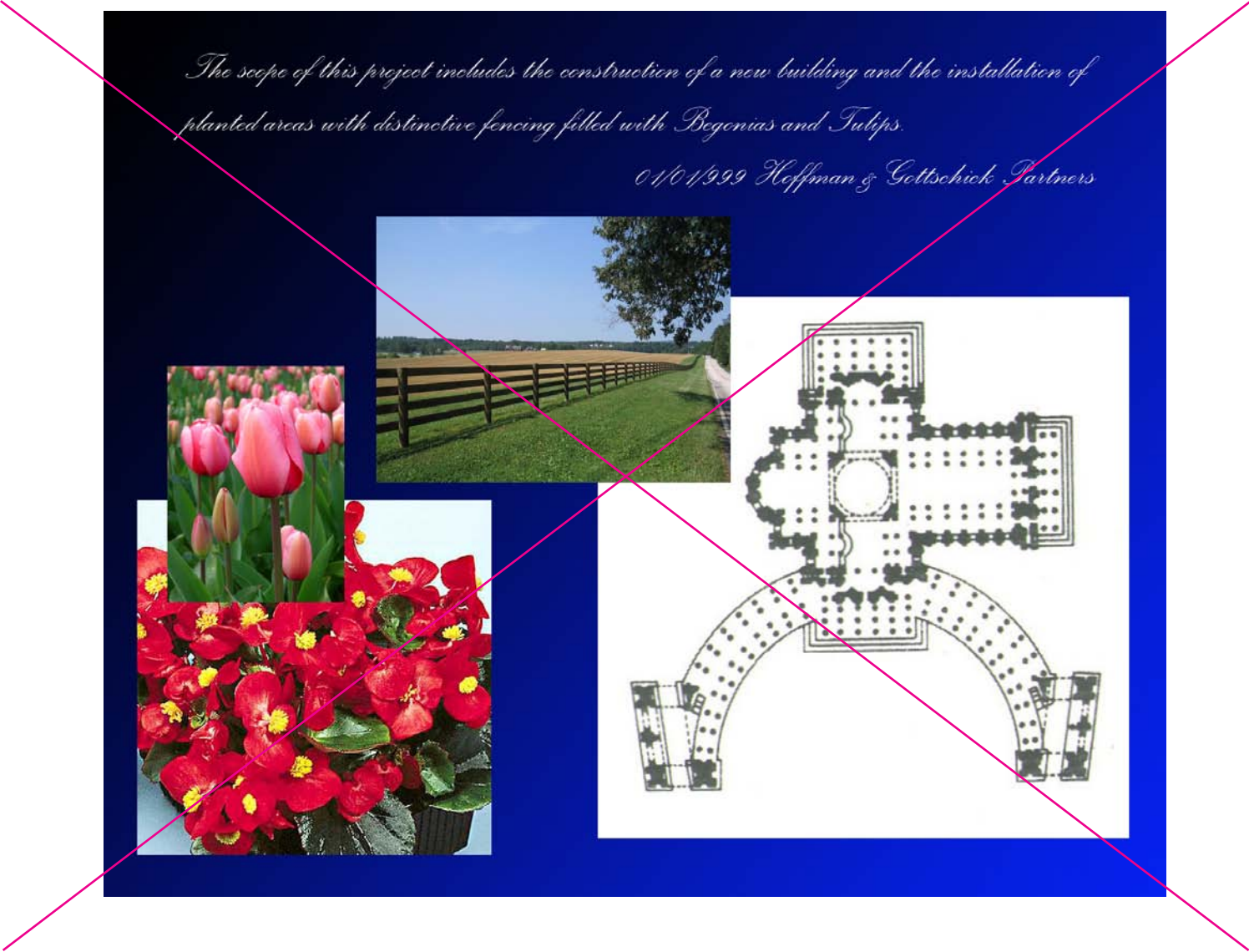
10pt

- The required information on each board submitted is:
- Name of firm submitting board
 - Name of project
 - Date of board submission
 - Drawing type
 - Scale of drawing
 - Description of drawing

The font size used for notes should be no smaller than 20pt. Descriptive text should be brief and clear.

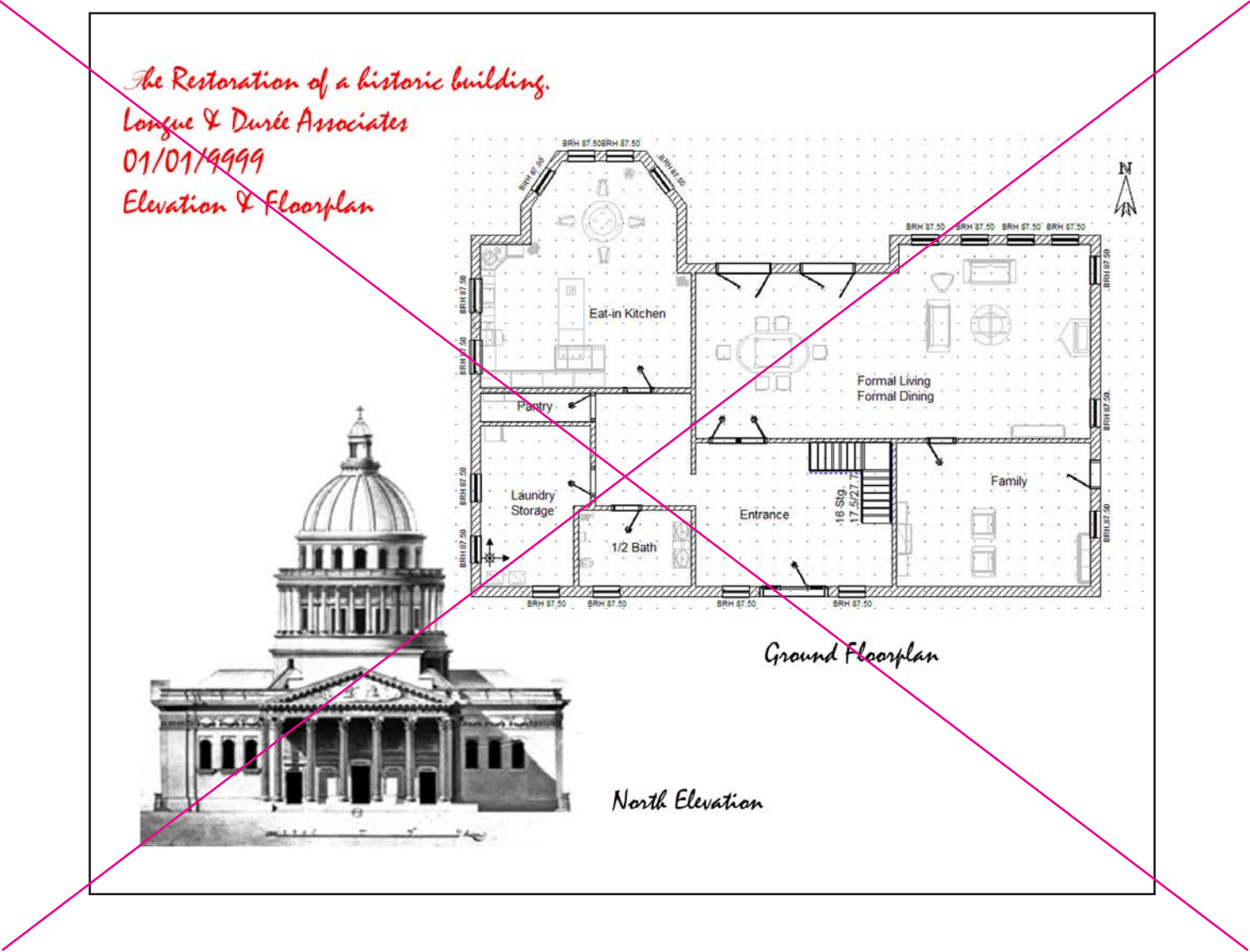
Name of Firm	Name of Project Date	Type of Drawing Scale	Description of Drawing
<div>This area is reserved for the name of the firm or designer presenting the given project. Cap. Ht. 0,5 Inch Font size: 50 pt Leading: 60 pt</div>	<div>This area is reserved for the name of the project being presented and the date of the presentation. The date should be set as month/day/year.</div>	<div>This area is reserved for the type of drawing the board contains—an elevation, plan, rendering, etc.—and the scale of the drawing, if applicable.</div>	<div>This area is reserved for a brief description of the drawing, for example: Floor 3, 17th Street, Option A.</div>

Incorrect Example A



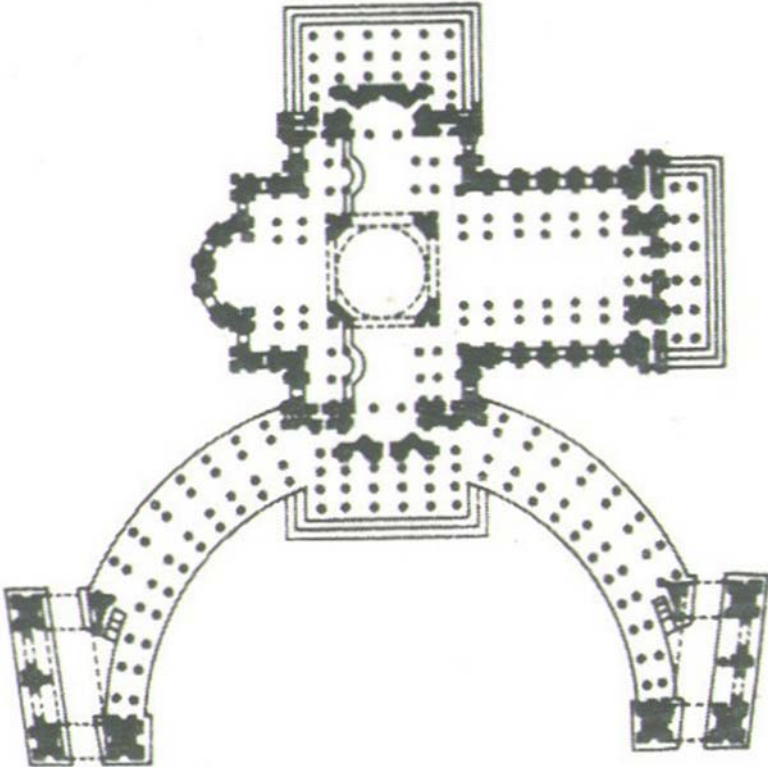
- This board does not meet requirements because:
- Incorrect board size
 - No title block
 - Overlapping images
 - No white border
 - Use of script font
 - Font size does not meet minimum size requirements

Incorrect Example B



- This board does not meet requirements because:
- Incorrect board size
 - No title block
 - Multiple complicated images on one board
 - Use of handwritten font
 - Font size does not meet minimum size requirements

Correct Example A



Hoffmann & Gottschick Parners

Goodman Park Renovation
01/01/9999

Floor Plan
Scale: NTS

Ground Floor Plan



Above: Fence
Top right: Begonias
Bottom right: Tulips

Hoffmann & Gottschick Parners


Goodman Park Renovation
01/01/9999

Material Reference
Scale: NA

Proposed Park Plantings and
Park Furniture

- The corrected boards:
- Are the correct board size
 - Include a title block
 - Place all materials and samples on a separate board, properly laid out
 - Include a white border
 - Utilize all required fonts at their minimum sizes

Correct Example B

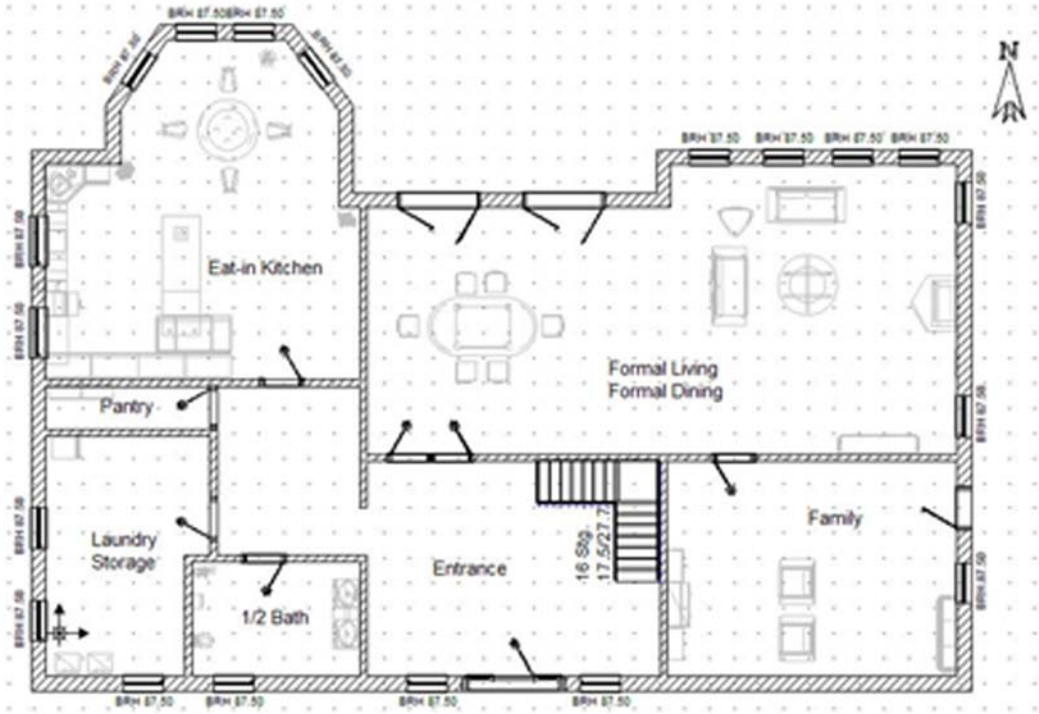


Longue & Durée Associates

Historic Building Restoration
01/01/9999

Elevation
Scale: NA

North Elevation



Longue & Durée Associates

Historic Building Restoration
01/01/9999

Floor Plan
Scale: NA

Mezzanine Floor Plan

- The corrected boards:
- Are the correct board size
 - Include a title block
 - Place the two drawings on separate boards for greater legibility
 - Utilize all required fonts at their minimum sizes