

BFA_2011 | Final Gallery Label Digital Submission

Bachelor of Fine Arts Exhibition | December 2011

Please print:

Student:

Faculty representative in area of major concentration:

Burton Chioffi Lee Miller Morris-Cafiero Root Strasburger Urrutia Wissmiller Other _____

Label information must be typed in a Microsoft Word document and placed in appropriate folder on the Server. Please format labels in Helvetica, 10 point and type line for line as illustrated in the example. Word documents should be saved using the following convention: last name_bfa_labels (Example: Washington_bfa_labels) Also, you are requested to place a digital copy, in a Microsoft Word document, in the folder BFA 2009_Labels on the server. As a BFA student, you will have access once you are logged into your account. *Failure to do this will result in your work not having labels for the exhibition.* The deadline for this digital submission is on or before **Wednesday, 09 November 2011**. The time deadline is 4:00 p.m.

Information Required:

Name (with year)_Concentration
Title
Media
Year of work

Example:

George Washington '09_Illustration
Crossing the Potomac
Oil and acrylic
2010

Please print out Microsoft Word document on a separate sheet and attach.

_____ **Please initial to confirm that you have completed the digital submission requirement to the Server.**

This form must be completed, approved and signed by the faculty representative in your area of major concentration, and turned in to the BFA mailbox located in the mailroom on or before **Wednesday, 09 November 2011**. The time deadline is 4:00 p.m.

Signature of faculty representative in area of major concentration

Date

END