

Checklist for PORTFOLIO STUDENTS requesting to take equipment out over break

In order to check equipment out from the Cage over the break, you need to:

- Provide proof that you are a student enrolled in a portfolio class by providing the Cage Manager with a copy of your schedule for next quarter.
- Submit a typed, detailed list of the equipment you are requesting as well as a detailed proposal outlining your portfolio project. **This should be in the form of an artist statement (GOOGLE it if you don't know what one is).** Please proof read this before submission. It will be rejected for obvious grammatical errors, spelling mistakes, and if it is not in an artist statement format. It's kind of a big deal.
- **Everything has to be approved by the Cage Manager BEFORE you take this checklist to your AD.**
- Return completed checklist along with all materials/signatures to the Cage Manager no later than Friday of Week 10 (Week 9 during the Summer). No exceptions.

CHECKLIST:

Signature of Portfolio Instructor: _____

Detailed Equipment List: _____

Project Proposal Attached: _____

Accepted by Manager: _____

Signature of Academic Director: _____

***Please note: **THE CAGE IS CLOSED DURING THE BREAK.**

You will not be allowed to pick up or drop off equipment during the break. All equipment used over the break **MUST BE** picked up after 5:00 pm on the last day of the Quarter. All equipment will be due **BEFORE** 8:00 am on the first day of classes after the break.