

## Guidelines for **Atelier** workshop attendees

Rules and Artists don't always mix very well. In fact, some of the greatest artists were rule breakers! However, we want all of our Atelier Workshops to be of the greatest benefit to all of you, so we've put down a short list of guidelines to help maintain a productive, fun session every time the Atelier meets.

We thought a variation of **The Golden Rule** was a good place to start: *Treat your fellow Atelier artists exactly the same way you would like to be treated*, That is, with courtesy and consideration. Now, it would be nice to leave it at that, but the studio environment is a complex one, so we've expanded the concept a little. Here's our first shot at a list of dos and don'ts:

- It is very important that **all** workshop attendees initial the sign-in book, even drop-ins. This will allow us to make adjustments to our programs based on the number of attendees at any given session.
- The **Monitor** is in charge of the session and will do their best to make the Atelier experience as good as possible for everyone. (They have their own set of rules they are expected to follow)
- Please arrive early enough to be in position and ready to work when the session begins.
- Cell phones and beepers should be set to silent or vibrate so as not to disturb the workshop attendees.
- If you arrive late, set up quietly in the back or wait for the next break to take an open position.
- Always try to position yourself and your equipment so as to minimize any blocking or crowding effect on neighboring artists around and behind you. Painters with tall easels should set up in an outer circle to give the artists on drawing horses space to form a lower inner circle.
- Artists on drawing horses should avoid oversized drawing boards and painting grounds, to keep from blocking the view of those behind them.
- Maintain a quiet working environment and save discussions with fellow artists for the break periods.
- If you need to leave early, plan to leave at a break, so as not to disturb the still-working artists.
- Each attendee must clean up their own mess prior to leaving. This includes brushing or wiping off drawing horses and keeping the floor clean of any paint, pigment, pencil shavings etc. Throw away any coffee or drink cups and put any library materials back on the shelf.
- Only **Gamsol** (or exact equivalent) solvent will be allowed inside the studio space and no spray fixatives or varnishes that give off any strong odor may be used. We can help you get Gamsol if needed.
- Only water soluble materials maybe used/cleaned in the kitchen sink and please wipe the sink area clean when you are finished.
- Absolutely no brush cleaning of any kind will be allowed in any of the complex restroom facilities.
- The Monitor may make coffee for the group as a courtesy, but that is not their responsibility, so feel free to chip in and help with coffee-making (and clean-up). We are all volunteers at SoCal Artists.
- **Smoking** is prohibited at all times in the studio and the complex restrooms.
- **Photography**: There will be absolutely no photography of models during Atelier sessions. Members wishing to photograph models are encouraged to reserve the studio on an hourly basis and hire the models directly. The studio rental rate is currently \$20 per hour for members, with a 1 hour minimum and models fees are to be negotiated separately. Contact numbers for models that have given us permission to release that information are available. You may take pictures of the set-up only during a break.

If you want to help us get better at this:

Many of these guidelines came directly from member input we have received since the Atelier program was started. If you have ideas and suggestions as to how the program may be improved, there are three ways to make that happen. **First**: Give us input via the suggestion box next to the sign-in book. **Second**: Join our Atelier Committee and get involved with the organization and planning of this important program. You need only email us at [info@socalartists.org](mailto:info@socalartists.org) and tell us that you wish to join the committee and we'll do the rest. **Third**: Volunteer as a Monitor. We'll give you a set of guidelines to go by, show you how everything works, and you'll then be scheduled to be in charge of a session from time to time.

Here's to making our Atelier the best workshop program available in SoCal, and to lots of great artwork!

The Atelier Committee