

Thank you for volunteering to help with Artsonia!

- You will be contacted by email when student work is ready to photograph.
- When you receive an email indicating artwork is ready to be photographed and you are available to photograph and/or crop images in computer, please respond **"REPLY ALL"**
- This way, whomever **"REPLIES ALL"** *first* will agree to come in within a few days to photograph and/or crop images. If you can only do one stage (just photo *or* just crop), please indicate this in "reply all" email so that someone else can agree to work in partnership with you to get both photo and crop stages done.
- Artwork, camera, jump drive, and binder for recording photo #'s will be left in container near computers ready for you to photograph.
- Feel free to enter during classes to retrieve container. Please find an area in the school comfortable for you to photograph. MRC and Old Foyer are good places. (Art room probably will not be the best place since I will have classes coming in and out throughout the day.)
- Please return all items when finished and let me know verbally or through a note if all stages were finished.

THANK YOU! THANK YOU! THANK YOU! THANK YOU!