

Club Tunnel Painting Proposal

1. A written proposal, together with a basic graphic illustration, must be submitted to the VP Student Affairs at least four weeks before the proposed commencement day of the project. It must contain: colour specifications (maximum of 4 colours/design); specific area of tunnel for proposed painting; the name and contact information for the Club and the individuals involved in the project.
2. For approval, it is important that the design:
 - a) be unique, dynamic and expressive of the Club's mandate and/or spirit.
 - b) not be offensive to any individual or minority group.
 - c) contain no graffiti or obscene drawings.
 - d) consider the technical and artistic skill of the proposed Club painters.
 - e) confine itself to wall spaces only, no floors or ceilings.
 - d) contain no advertising or copyrighted material (except with express written permission of the copyright holder).
3. Upon approval, Clubs must sign a Painting Agreement Form which outlines their responsibilities for the completion of a quality project. This may also include conditions set by U of L Occupational Health policies as they are established and amended from time-to-time.
4. The Tunnel Mural Painting Procedures & Application Form should be completely filled out and submitted to the VP Student Affairs for approval. The proposal will go to the Students' Union Council and Campus Development for review. After the proposal has been reviewed and approved, paint and the other materials will be ordered. You may pick a form up at SU180 or download it off of our website in the Club section under forms and downloads.
5. Before purchasing your paint supplies, clubs may check with the ULSU to see if there are any left-over paint and brushes from other projects.

Choosing a Design for the Tunnel

As you go about selecting a design for a Club mural, here are some suggestions to keep in mind:

1. Choose a background colour that is light and appealing to the eye.

2. Keep the design fairly simple. A complex design can become very difficult. If unsure, seek advice or suggestions; recruit assistance from the Art Society or Art Faculty members.
3. Please keep in mind that it is very difficult to draw straight lines.
4. Creating a three-dimensional look takes a certain amount of skill. Ensure that the artist has the ability. Again, consult professional or experienced help in the Art Dept. or Club.
5. When sketching the design, it is helpful to picture the exact size, unless a scale drawing is done.
 - i. Measure the dimensions of the tunnel section you wish to paint. The height of the section
 - ii. between the Students' Union Building and the round concrete rotunda is seven feet (7').

Supervision of Painting Crew

1. Try to get as many Club members involved in the project as possible.
2. Once you have the commitment, proper utilization of personnel must take place. Everyone
 - i. interested must be treated importantly so they feel included as part of the project. Assign personnel to specific duties such as design, colour selection, project preparation, clean-up, etc. Use everyone in one way or the other.
3. Discourage any planned drinking activities around the painting schedule.
4. Be sure that the Club will be able to commit the time needed to complete the project. Depending on difficulty of the design, this project can be fairly time consuming.
5. "Too many cooks in the kitchen" can spoil the stew. This aphorism can apply to painting. Divide the interested labour into reparation crew, painting crew and clean-up crew.
6. Have shifts for painting crews. Try not to let members paint any more than two hours at a time unless they really want to. Don't "burn out" your volunteers.
7. Arrange copies of schedules and distribute them so that everyone knows when he/she is to be working on the tunnel painting. This helps establish group expectations and commitment.

8. An “inspection crew” is also very important. When it is time to inspect the project, the initial view is how neat, trim and clean the project is. Of secondary impact are the colours, design and overall effect. Clean results enhance the final effect. Have reliable people on this crew.

Hints for a Successful Project

1. Allow a least 2-3 hours drying time between coats.
2. When outlining the design, use either a hard lead pencil or chalk. Paint will not always cover the outlines. Make sure that you can erase the outline.

Using Tape

1. Stick the tape to the floor first. This helps to take away some of the stickiness.
2. Around curves, use little pieces of tape instead of trying to curve one long piece.
3. Tape around fireboxes, baseboards, fire bells, etc.
4. Leave tape up overnight and let the paint dry first.
5. When removing tape, take off slowly and pull away from design.

Clean-Up

1. Clean as you go. Do not leave paint or equipment lying around. Brushes, rollers, etc., are easily cleaned if done right away.
2. When returning paint and supplies to the paint storage room, stack cans neatly. Put paint colours together.
3. Fold drop cloths and stack in a neat pile.
4. Put cleaned paint brushes and rollers together and close cans tightly.