

WELCOME TO COMMISSION AN ILLUSTRATION

by The Drawing Studio

ORDERING CHECKLIST INDEX

Client Contact Information Form	page 2
Project Information Form	page 3
Final Presentation Format Form	page 4
Final Presentation Notation Form	page 5
Final Presentation Fonts Form	page 6
Final Entourage Form	page 7

The following pages are part of The Drawing Studio's Commission files and are here to elaborate on some of the steps required to fulfill a complete presentation. It is in your best interest to take a moment to go through these files when hiring us to complete a presentation as it will save time, avoid confusion and create the circumstances in which The Drawing Studio can focus on creating the best quality of your presentation.

Client Contact Information Form

CONTACT INFORMATION CHECKLIST ©93-2004

A) Architect/Designer Information.

1. Primary Contact Person _____
2. Secondary Contact _____
3. Company Name/Address/Zip _____
4. Company Phone Number _____
5. Company Fax Number _____

B) Client Information. Please provide the following:

1. Project Name: _____
2. Project Job Number: _____
3. Client Contact Person: _____
4. Client Company Name/Address: _____
5. Client Phone number: _____

C) Specific Project Information. Please provide the following:

1. Plans, Elevations and Sections in dwg or dxf format delivered on CD.
2. Site Plan. Include landscape (and topography if significant) in dwg or dxf format delivered on CD.
3. Lighting/Reflected Ceiling Plans in dwg or dxf format delivered on CD.
4. Photographs of context (medium to high resolution jpg's) and existing model of project (jpg)
5. Materials samples (jpg). Color and Textures of floors, walls, ceiling, exteriors, paving, window mullions, etc.
6. Manufacturers cuts and/or details of particular items like:
 - a) Doors/hardware;
 - b) Windows;
 - c) Lighting fixtures;
 - d) Furniture;
 - e) Signage/Directories.

Project Information Form

ORDER - FORM - CHECKLIST ©93-2004

A) Your budget for this presentation:

B) Type and number of illustrations:

1. Perspectives
2. Plan
3. Elevations
4. Sections
5. Section Perspectives
6. Axonometric

C) Will perspective be viewed from eye level, aerial or other view point?

D) Technique preferred:

1. Computer Generated, Ink-line, Black & White Tone or Color.
2. Computer Generated-special: Virtual Reality (VR viewed only on computers) or Animations?

E) Please provide your thoughts on what your illustration should convey:

F) General size of project:

1. Number of buildings: _____
2. Size of buildings: Small (residential), Medium, Large, Complex.
3. Number of floors: _____

G) General Project Information. Please provide the following:

1. Building-type/function: civic, office, commercial/retail, residential, mixed-use, other.
2. General description of materials (as applicable): walls, pavement, ceiling and roof.
3. Special features: atrium, statues, water features, public stair types.
4. General description of context: built-up urban, small town, suburban, rural.

H) Use of art work: Please provide your intended usage for the commissioned work.

1. Public exhibition. Could include framed on wall, press releases, public reviews, other (please specify).
2. Presentations to clients, other (please specify).
3. For publication like magazines, newspaper articles, brochures, reports, postcards, books, other (please specify)

Note: The Drawing Studio's fundamental responsibility during a commission of an illustration is to provide the final art work. The client should inform The Drawing Studio as to how the art work will be used and if framing should be considered.

Final Presentation Format Form

FORMAT - CHECKLIST ©93-2004

FORMAT horizontal and/or vertical:

Please indicate below your preferred orientation (landscape-horizontal or portrait-vertical) and dimensions, if appropriate, to an overall presentation effect.

1. Orientation:

2. Paper Size:

3. Image Size:

4. Borders

-top:

-bottom:

-sides:

5. Diagram:

For Clarity and efficiency, please create a diagram to outline your specific requirements.

Final Presentation Notation Form

NOTATION CHECKLIST ©93-2004

We take special care in rendering materials and "messages" into our final illustrations but there are instances when a more diagrammatic look is desired. With this in mind, the following are some of the potential notes that may be required to convey your message.

A) Please provide a list of notes you would like on the final illustration(s).

1. Specify if for plans, elevations, sections, section/perspectives, axonometrics and/or perspectives.
2. Firm name, associate firm name, client name and/or project name.
3. Building name(s).
4. Street name(s).
5. Drawing name: Front Elevation, Section, View looking towards entrance, etc.
6. Section names and Section Cut Line Indicators (A-A).
7. Scale and/or North Arrow.
8. Topography elevations.
9. Vegetation: Existing Trees, New Trees, Shrubery, Lawn.
10. Circulation: Plaza, Parking, Loading Area, Ramps.
11. New versus Existing elements.
12. Materials call-out: Brick, Limestone cap, Concrete, Handrail, Bollards & Chains, Pedestal & Sculpture, Donator Plaque, Canopy.

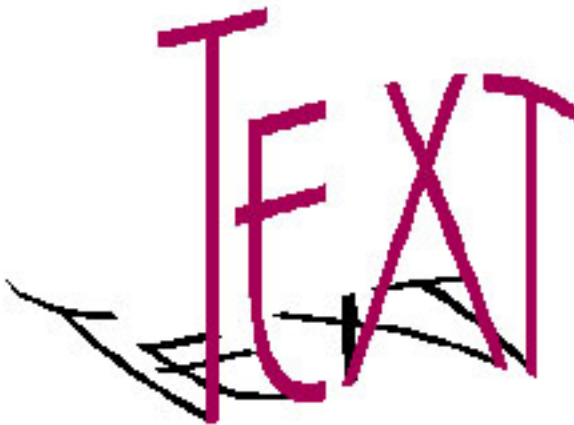
Final Presentation Fonts Form

FONT STYLE CHECKLIST ©1994-2004

BASIC FONT STYLES:

- Plain Text
- Bold
- Italic
- Underline
- Shadow
- Outline
- Outline Bold
- Outline Bold Shadow
- Combination

3D Font Styles can be about anything you can imagine, just let us know if you have any special requirements.



FONT - SELECTION - CHECKLIST

Select Font Style:

Note: The Drawing Studio has had to delete the list of available fonts because too many people were contacting us searching for a specific font with nothing to do with illustration.

Final Entourage Form

ENTOURAGE CHECKLIST ©93-2004

We always will incorporate appropriate entourage into our illustrations which could include the following:

1. Vehicular: Cars, Trucks, Vans, Planes, Trains and/or Boats as appropriate.
2. People. Typically dressed in an appropriate fashion. We always show a mixed culture with different ages and genders as appropriate and as we have available. If your illustration requires a special type of 'people type', please note this as it may require an extra fee to make them available. Some examples of past work which required specialized people include: West Point Military Academy cadets in correct dress attire; medical personnel which leaned to minority female gender; school age children which reflected appropriate age for school in question and proper attire for regional location.
3. Vegetation: Trees, shrubbery, grass and ivy as appropriate.
4. Street lights, traffic lights, parking meters, cross-walks, and signage as appropriate to the message of the final illustration.
5. Interior furnishing: chairs, lamps, handrails, plants, etc. as appropriate.

IMPORTANT NOTE:

Entourage tends to be a reasonable representation of the item specified. If you need exact representations, please clearly note this to The Drawing Studio as it will entail more time and therefore cost more in order to complete the contract as you wish. Some items may be very easy to create while other which seem easy might be difficult to create using even the latest software and hardware available. It all depends on the geometric complexity of the particular item.