Residence Life is pleased to provide the opportunity for residents to enhance their common living areas through our residence neighborhood personalization program. The following information details guidelines for planning and painting your mural. Please consult with your or Neighborhood Office if you have any questions.

Good luck and have fun painting!

Planning Guidelines

1. Be sure your entire floor/suite/area approves the mural project. Signatures of those residents participating in the project must be included on the “Mural Proposal Form.”

2. Appoint a coordinator of the project. The coordinator should follow the attached “Timeline” below, with all residents working on the project. Assign tasks, get mural proposal approved, set-up, check-out paint materials, clean-up, and return all paint materials. Please note: We would prefer that the RA or AM of the community is not the mural coordinator.

3. All designs must be in good taste and only walls designated by the Community Director and/or designee can be painted. Ceilings, floors, doors, doorknobs, floor molding, electrical boxes, instrument panels, cannot be painted. Please select the colors you need to complete your mural (follow attached “Proposal Form”).

4. Notification Process – Please take your completed mural proposal form to your respective neighborhood office by Monday, September 12 by 12 pm. Feedback concerning your mural proposal will be shared with groups by Tuesday, September 13 by 5:00pm.

5. Approval and Sketch – Once the Community Director and/or designee has approved your design, they will initial the drawing. A copy of the design will be kept on file in the office. You will receive the original of this drawing and must follow your design. No revisions may be made to the original proposal unless approved by the Community Director and/or designee.

6. Once the sketch has been completed on the wall, contact the Community Director and/or designee to inspect the sketch. Once approved the Community Director and/or designee will give your group the go ahead to begin painting. Use the Painting Guidelines to paint your mural successfully.

7. The completed mural will be evaluated on the following criteria—representation of Elon University, depiction of the community or neighborhood, overall creativity, and the quality of the finished work.

In addition, this marks the 25th anniversary of the Residence Life Mural Competition. Further, it has been announced that our own Vice President of Student Affairs and Dean of Students, Dr. Smith Jackson, will be stepping down from his position at the end of this academic year. Dr. Jackson and has been highly instrumental to the development and continuance of the Mural Competition. Therefore, murals which include ties to the 25th anniversary theme, and/or appreciation of Dr. Jackson’s pivotal leadership, will receive extra points.

Mural Timeline 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>Monday, September 5</td>
<td>Mural proposal packets emailed out to students</td>
</tr>
<tr>
<td>Monday, September 12 (by 12 pm)</td>
<td>Pencil sketches due to Neighborhood Office (using packet)</td>
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<tr>
<td>Tuesday, September 13 (by 5 pm)</td>
<td>Coordinators notified of approved murals</td>
</tr>
<tr>
<td>Friday, September 16</td>
<td>Mural coordinators pick up painting materials in area offices</td>
</tr>
<tr>
<td>September 16-26</td>
<td>PAINT! PAINT! PAINT! PAINT! PAINT!</td>
</tr>
<tr>
<td>Wednesday, September 28</td>
<td>Mural coordinators return materials (including empty cans) to offices</td>
</tr>
<tr>
<td>October 3-14</td>
<td>Mural judging by faculty and staff</td>
</tr>
<tr>
<td>October 22</td>
<td>Tailgate &amp; Winners announced at the Homecoming Football Game</td>
</tr>
</tbody>
</table>
Painting Guidelines

1. No painting can begin until your pencil sketch design is approved by your Community Director and/or designee and the appropriate area for painting has been prepared and taped off. Locations for murals must be discussed in advance with your Community Director and/or designee.

<table>
<thead>
<tr>
<th>Residence Life Information</th>
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<tbody>
<tr>
<td>Neighborhood</td>
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<tr>
<td>Residence Life Office</td>
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<tr>
<td>Colonnades Neighborhood</td>
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<tr>
<td>Danieley Center Flats</td>
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<tr>
<td>Global Neighborhood</td>
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<tr>
<td>Danieley Center Apartments and Expanded Housing</td>
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<tr>
<td>Historic Neighborhood</td>
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<tr>
<td>Oaks Neighborhood</td>
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<tr>
<td>Station at Mill Point Neighborhood</td>
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</tbody>
</table>

2. Painting materials (paint, drop cloths, and paint brushes) may be picked up in your Neighborhood Office on Friday, September 16th. Once the mural is completed, all painting materials, including empty paint cans, must be returned to the Neighborhood Office, no later than Wednesday, September 28 by 5:00 pm.

3. The mural coordinator of the project is expected to be present for all painting and see that painting materials are used and cleaned properly.

Follow these steps as you prepare to paint:

- Wipe wall to be painted with damp rag to clean painting surface.
- Use pencil to draw outline of mural.
- Place drop cloth on floor below the area to be painted.
- Use painters tape to keep paper in place. If paper should tear, please be sure to get more paper from your Neighborhood Office to protect the floor/carpet.
- Run a strip of painters tape across the top of the baseboard to protect this area from drips, splatters, and/or spills.
- Use only paint to complete your mural! Do not use any other materials, i.e., magic markers, collage material, etc. at any time on your mural. Use of materials other than paint may result in student billing.
- The paint can be easily cleaned up. Keep a wet paper towel close by during painting, so if a drop/spill occurs, it can be quickly wiped up.
- Please use smooth, thin coats on walls, thus alleviating rough edges and drip marks.
- Do not splatter paint and/or use handprints.
- Never leave paint unattended in hallway/stairwell/suite.

4. Clean-up must occur within twenty-four hours of the project completion. All paint on floors or other unauthorized surfaces must be removed. Any clean up performed by the university staff will be billed to the students listed on the attached proposal form.

5. Once painting is completed, the coordinator must notify the Community Director and/or designee and schedule a final inspection of the mural.

All completed murals will be eligible to win cash prizes in the competition. Judging will take place during October 3-14, and winners will be announced during the Homecoming Football Game on October 22. Very best of luck to you and your community!
Floor/Building/Suite: ____________________________________________

Proposed Location: ____________________________________________

Paint (check those colors you need; the numbers following the colors are for Paintshop staff when ordering paint):

_____ Forest Green 602  _____ Light Brown 1026  _____ Gray 1061  _____ Brown 1029  
_____ Light Green 558  _____ Red 1315  _____ Orange 084  _____ Yellow 329  
_____ Blue 776  _____ Green 566  _____ Black  _____ White  
_____ Purple 1399  _____ Pink 1311  _____ Turquoise 664  _____ Silver 1592  
_____ Gold 195

Brushes – # of brushes needed?  2” ____  1” ____   (Your group will receive at least one 2” & one 1” brush)

Please use the back of this form for your sketch design. Be sure to indicate what colors will be used throughout the design (this will assist in purchasing the correct amount of paint).

Statement of Understanding

All mural projects are to be performed according to the Planning and Painting Guidelines. Projects that are: (a) not completed within the designated time period, (b) left partially undone, and/or (c) done in a careless or negligent fashion are, therefore, deemed unacceptable, and will be completed or painted over by Physical Plant staff. The resulting costs may be charged to the students listed below.

Coordinator (name, email, phone and room number):__________________________________________________________

Names, room numbers and emails of those residents participating: (please print legibly)

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Coordinator Signature: __________________________________________________________

STAFF USE ONLY (INITIAL)
Proposal In:  _____  _____  Final Evaluation:  _____  _____  
Sketch Outlined  _____  _____  Paintshop Check:  _____  _____
Proposed Mural Description

Please attach a written (or typed description) of your mural. Include information about the mural theme, how this theme was decided and why, and its meaning and connection to Elon and to your specific floor/building/suite/neighborhood or community. Please also discuss how the creation and actual painting of this mural helped to connect you as students to your community, to each other, and to Elon.