

Community Arts Resource Exchange Guidelines

The Art Institute of Las Vegas is a diverse, dynamic, design and culinary arts institution of higher education. The school offers degree programs in Culinary Arts, Digital Media Production, Drafting Technology, Game Art & Design, Graphic Design, Interactive Media Design, Interior Design, Media Arts & Animation, and Visual Effects & Motion Graphics. Graduates are trained for entry-level positions in their chosen fields through curricula that emphasize actual job skills and competencies necessary for success in the field.

Community Outreach Focus:

The Art Institute of Las Vegas provides students with opportunities to apply their talents to projects that support the needs of the community, exposing them to the value and reward of charitable work and at the same time advancing their educational progress and career goals. The school carefully selects community outreach projects that are a good fit with its educational programs and goals.

Criteria for Selection:

- **Educational fit.** Requests must be consistent with our applied arts focus and programs of study. The Dean of Education, Academic Director and faculty project lead must approve the project, in consultation with the Director of Public Relations.
- **Feasibility.** The project must fit into our educational calendar. Therefore, please submit proposals at least two months in advance of project start. Quarter starts occur in January, April, July and October, and projects should be completed by the end of an 11-week quarter. This is a teaching environment requiring a strict adherence to production schedules.
- **Learning opportunities.** Students should be given the opportunity to expand their knowledge and skills through the completion of a CARE project.
- **Partnerships with non-profit organizations.** The college prefers to work with non-profit organizations that are focused on service to the community.
- **Client Responsibilities.** Clients must meet with the faculty project leader and the students during weekly class time at onset and approval stages of the project. Client assumes all responsibility to provide clear, concise, creative direction, including any required elements and final copy. Clients must provide all final copy and supply digital files of text and images of all required graphic elements (i.e. photos, logos, etc.). Any last minute changes in creative direction could result in project delays and the school's inability to complete the work. Proofreading is the sole responsibility of the client.
- **Production.** Outside costs, such as supplies and printing, will be paid by client. Client must verify with printer all the specs and communicate to the faculty and class immediately after concept has been approved. Client is responsible for all communications, negotiations and artwork delivery with printer.
- **Opportunity for student recognition.** Clients must provide students and The Art Institute of Las Vegas a sufficient quantity of all printed materials and letters of recognition. All materials designed or created by students must identify students by name and affiliation with The Art Institute of California-Orange County and, where appropriate, include the school logo.
- **Publicity opportunities.** The Art Institute of Las Vegas welcomes any opportunity to publicize student contributions to the community. The school retains the right to use all CARE projects in its public relations and marketing materials and students will retain the right to use the project in their personal portfolios. In addition, the Client grants permission to The Art Institute of Las Vegas to use its name in a list of CARE project recipients.

Community Service Project Request Form

Please complete this form or use it as a guideline for a written proposal. Submit all paperwork to Anne Dean, Director of Public Relations, The Art Institute of Las Vegas, 2350 Corporate Circle, Henderson, NV 89074, tel. 702.992.8453, fax: 702.992.8602 or e-mail: adean@aiv.edu.

Contact information:

Name _____ Title _____

Organization _____

Phone _____ Fax _____ Email _____

Address _____

Short description of organization:

Are you the sole contact for approval? ___yes ___no

If not, who else is responsible? _____

Project information:

Please give a detailed description of the project including materials, size, printing quantity, number of colors, other design specs. If necessary, please attach description on a separate page.

What is your requested date of completion?

Budget for implementing project and production costs? Misc. supplies, etc.

Are there opportunities for recognition for students who work on the project? If so, please describe.

Signature _____ Date _____

For Art Institute Use Only

Project Lead: _____ Signature: _____ Date: _____

Score (1-5) Educational fit: _____ Feasibility: _____ Partnership: _____ Recognition: _____