

10 over

ORME HOUSING FOR GUEST ARTISTS

FINE ARTS FESTIVAL - 1992

ARTIST	HOUSING	TELEPHONE
Dot Lewis	Alumni Apartment	306
Jim Ciletti	North Guest Room	
William Ford	Tillie Daughton	233
Tom Fresh	Tillie Daughton	233
John Mathews	Alan Odnert	225
John Brownlee	Bill Leibowitz	259
Jay Dusard	Ann Harrington	256
Cathi Borthwick	Ann Harrington	256
Maurice Grossman	Bill & Alberta Davis	276
Laurie Brongo (arriving like 1:00 a.m.)	Don and Barbara Barrick	212
Mark & Paula Strosse	Stirrup Dot 3	
Dan Brown	Stirrup Dot 4	
Helen Hudson	Down Bio North	
Rod Lingren	Stirrup Dot 6	
Fenster Guest (Woman)	Bob & Laurie Hasksett	229
Fenster Guest (Man)	Todd Satter	272
Fenster Guest (Man)	Ben Powers	246

M E M O R A N D U M

TO: ADULT LEADERS OF FINE ARTS FESTIVAL WORKSHOPS

FROM: TIM THOMAS

DATE: 1/27/92

SUBJECT: RESPONSIBILITIES

So as to have it in writing and so that there are NO misunderstandings, below is a list of your responsibilities during the 1992 Fine Arts Festival. If there is ANYTHING you don't understand, please contact me immediately!!

- * 1: Handle all student discipline within your workshop
- * 2: Encourage a 'climate of creativity' at all times
- * 3: Physically go and find students absent from any session
- * 4: See to it that the student leader in your workshop understands and fulfills all responsibilities.
- * 5: Be a student yourself, and fully participate in all aspects of your workshop.
- * 6: Have fun and get involved! Fine Arts Festival is an experience unique to Orme and our students will be looking at your level of involvement to define their own level. Be a good role model.

F.Y.I.: Responsibilities of student leaders are:

- > A: Take attendance at each of the three daily sessions
- > B: Keep list of items needed by the workshop leader and obtain from T. Thomas
- > C: Assist artist in keeping work area clean and organized

One more thing: There will be a special reception in the Library on Saturday February 1 from 4:00 - 7:00 pm. in honor of the "Arizona Photographers: Photographs from the Snell & Wilmer Collection" exhibit. Local artists, collectors, civic leaders, and Orme parents and friends have been invited, along with our workshop leaders and of course, you! Please R.S.V.P. to Todd Horn or Tillie, so that Marriot can get a count for food. Thanks!

MEMORANDUM

TO: FACULTY, DORIS, TIM CROUSE, CHORE SUPERVISORS
FROM: TIM THOMAS
DATE: 1/28/92

SUBJECT: FINE ARTS FESTIVAL WORKSHOP LOCATIONS

Please see to it that the following locations are clean and that fragile, valuable, or important items are stowed away by the end of the workday on Friday 1/31/92. Thanks!

Workshop	Location	Notes
Dance	Gym	sweep and put away chairs & table
Jewelry	Biology Lab	Secure animals
Photography	Photo Lab	Lock up Department supplies
Metal Sculpture	Adobe	Clean and bring load of firewood
Video Production	Laurie's Class Carl's Class Study Hall	Secure valuables
Iron Working	Blacksmith Shed	Sweep out
Drama	Horsecollar	Turn On Heat!! Set to 65 F.
Ceramics	Ceramics Room	Lock up Department supplies
Water Color	Art Room	Lock up Department supplies
Native Ceramics	Yearbook Room	Clear out yearbook stuff
Song Writing	Chapel	HEAT?!?!?!?
Creative Writing	??	

M E M O R A N D U M

TO: DORIS, TIM CROUSE
FROM: TIM THOMAS
DATE: 1/28/92

Please have Housekeeping clean the following locations that may not be on the regular cleaning routine:

Horsecollar Theater
Yearbook Room
Adobe
Blacksmith Shed (sweep out)
Chapel

Please have Maintenance and/or Gardens and Grounds see to the following:

Bring firewood to Adobe
Bring the rest of the art display panels to the library and install as per Martha Koestner's instructions
Turn on the Heat in the Horsecollar and set to 65 degrees
Replace any burned out lights in Horsecollar (backstage, too)
Find and bring portable heaters to Chapel (songwriting workshop)
Need total of 4 long tables in yearbook room (native ceramics)
Need an extra 2 long tables in art room (water color)

All needs to be completed by the end of the workday on Friday 1/31/92. If students are needed to assist, please see me and I will assign.

Thank you, ^{for} all ~~for~~ ^{of} your help!!