

Rosemary Taylor Studio
www.rosemarytaylorstudio.com

Example: Bi-weekly Portfolio Preparation Program for Transfer Student from Community College to 4yr Art School

Deliverables:

- Portfolio -Reviewed, Edited, prepared for submission
- Recommendation
- College Essay

Scope of Work

- **Introductory Consultation**
 - Goal setting
 - Planning
- **Weekly check-ins via email or phone**
 - Mid project check-ins
 - Q&A
- **Bi-weekly Zoom meetings**
 - Critique
 - Support materials
 - -presentations/slideshow
 - Live demos
- **Working Document**
 - School Admission requirements
 - Suggested Schools
 - Portfolio Assignments
 - Deadlines
 - Recc requirements
- **Research & Design**
 - Tailored projects and prompts specifically geared towards the creation of portfolio ready pieces
 - Individual Lesson and material exploration prompts
 - Live demonstration
 - Video demos
- **Essay**
 - Writing prompts
 - Editing
- **Recommendation**
 - Written and tailored specific for each program

- Submitted via online application
- Pdf for records for future use