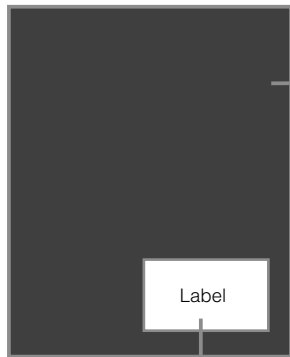


# BFA Portfolio Review | Graphic Design Mounting Guidelines

**Instructions:** Application Binder ( 9 x 12 inches )

(Front View)



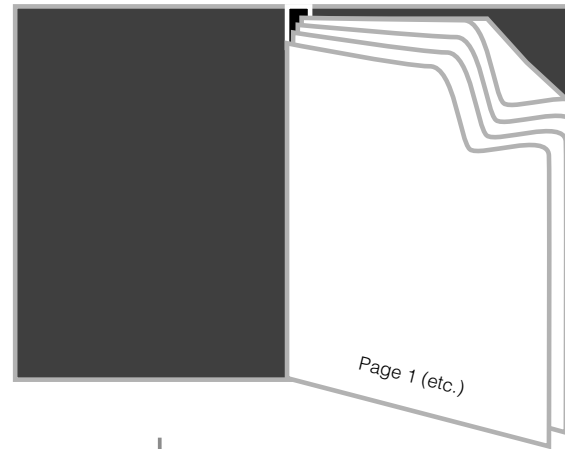
Purchase a Folder / Binder with plastic sleeves

Label

Place label on the binder with the following information:

**Name**  
**BFA Graphic Design**

(Inside View)



**Insert the following into the plastic sleeves:**

Page 4 = Project Description Sheet(s)

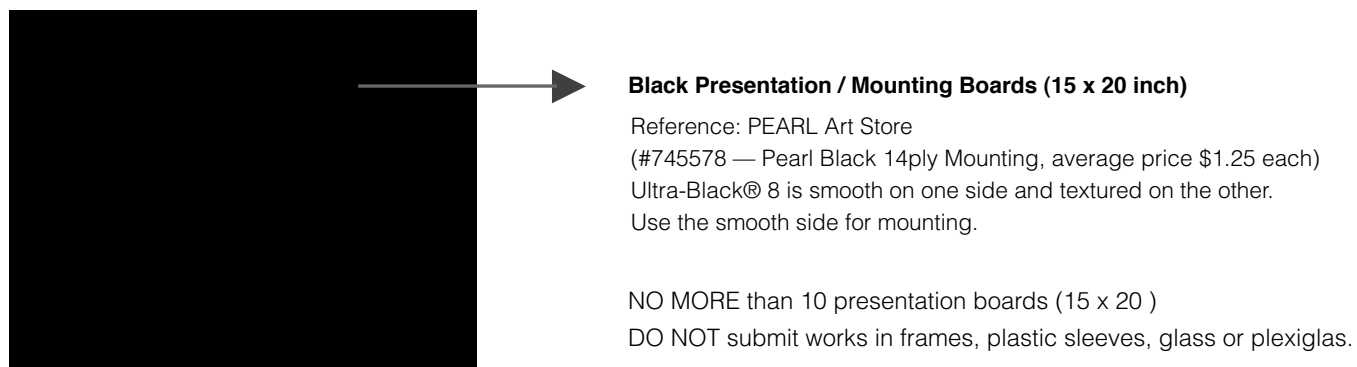
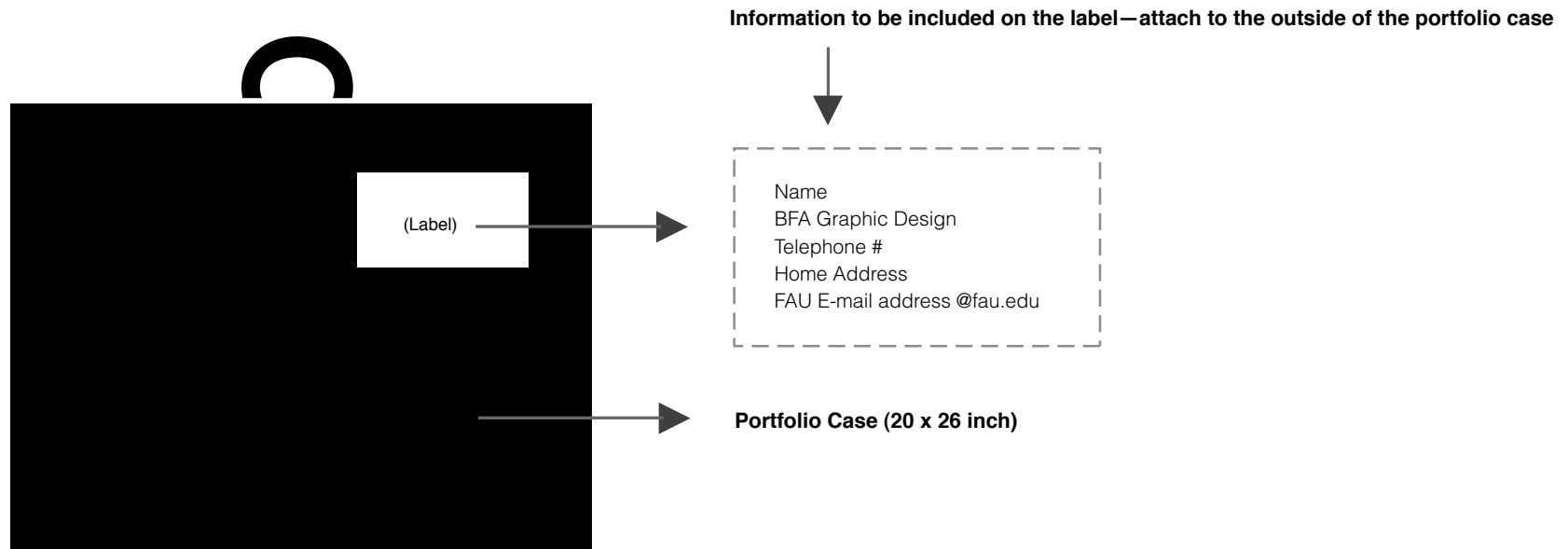
Page 3 = Writing Sample / Statement of Intent

Page 2 = Transcripts

Page 1 = Check List

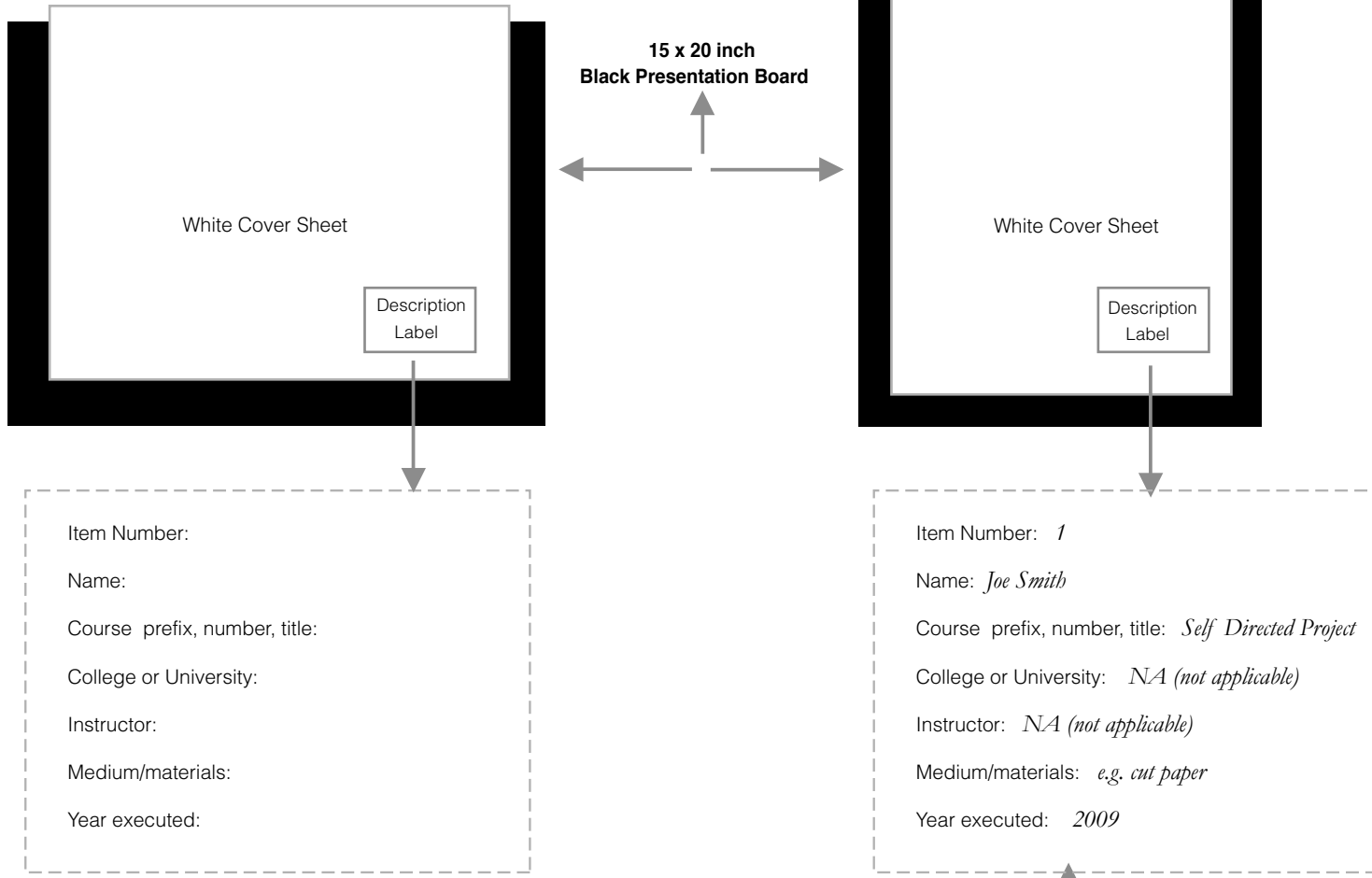
FINAL STEP: Place Binder In Portfolio Case

## BFA Portfolio Review | Graphic Design Mounting Guidelines



# BFA Portfolio Review | Graphic Design Mounting Guidelines

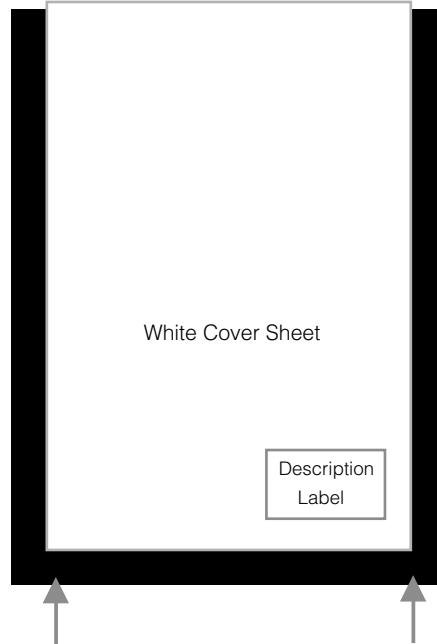
Art work may be mounted vertical or horizontal



NOTE:  
If your course projects were lost, damaged and/or your work does not illustrate conceptual development, design principles, drawing skills or appropriate craftsmanship, then you are encouraged to submit self-directed studies .

**BFA Portfolio Review | Graphic Design Mounting Guidelines**

**(Front View)**



**DO NOT ATTACH**  
THE COVER SHEET TO THE FRONT CORNERS

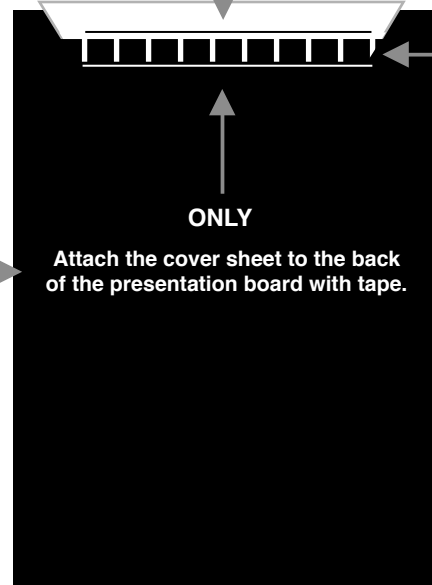
**Cover Sheet:** Tracing paper or white bond paper.

**Border / Margin Widths:**

Depending on the size of your art work, the average width of the margins on the sides and bottom may range between .25 inch to 1 inch.

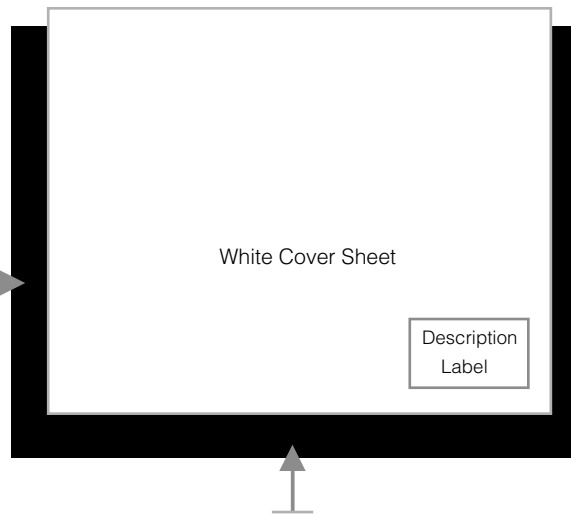
**(Back View)**

(fold the cover sheet over and attach with tape)



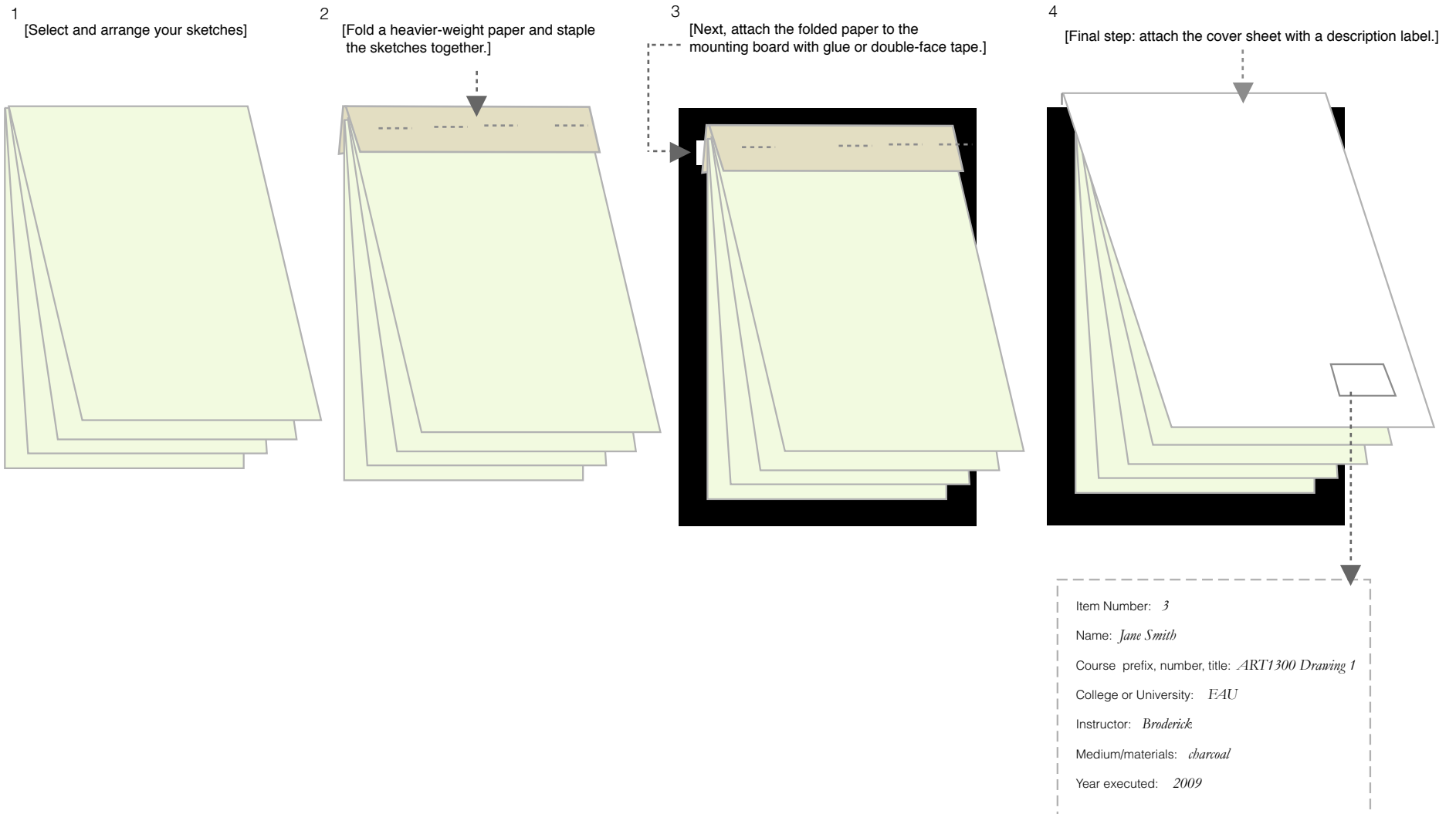
Reference: PEARL Art Store:  
Black Crepe Masking Tape  
#215712 1/2 in. x 60yd. — \$2.70

Black Crepe Masking Tape  
#215714 3/4 in. x 60yd. — \$3.50



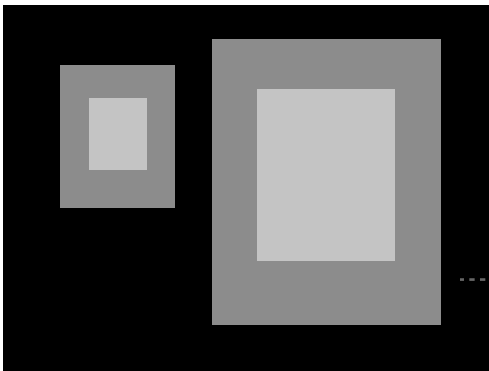
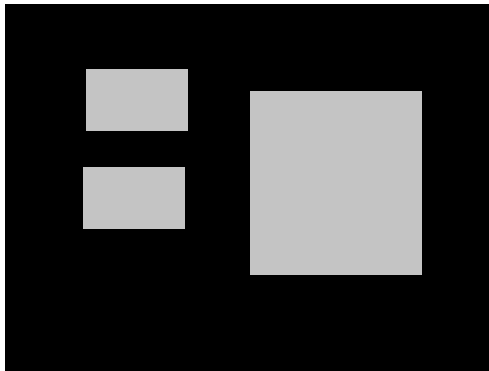
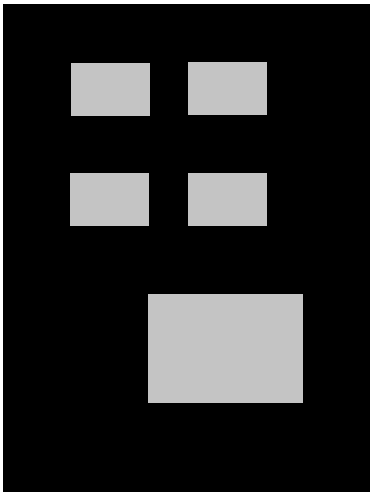
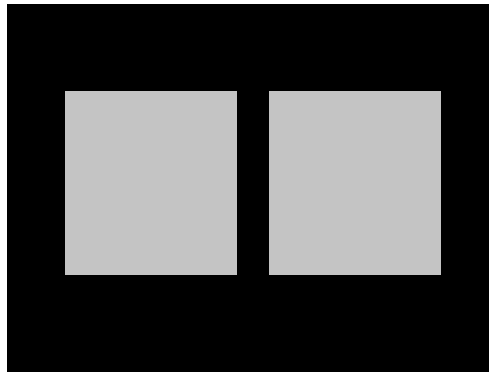
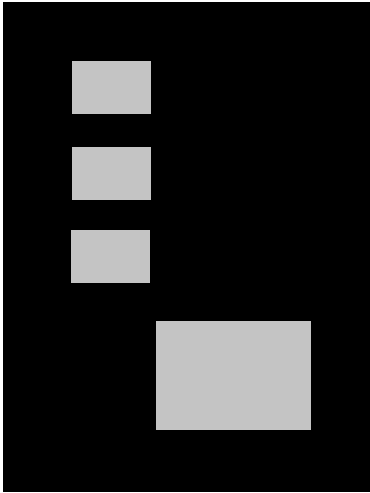
## BFA Portfolio Review | Graphic Design Mounting Guidelines

**Optional:** You may select a few gesture, still life, and perspective studies, etc. to include in your portfolio **as one of the 10 presentation boards.**



## BFA Portfolio Review | Graphic Design Mounting Guidelines

**Optional:** You may select a group of works and arrange the pieces in a variety of layouts.



### Multiple Works Mounted on One Presentation Board:

You may arrange complementary works of art.

Examples may include, but not limited to:

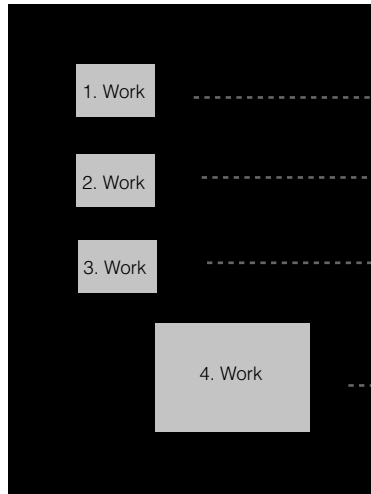
- Series of color fundamentals / studies
- Series of 2-dimensional designs
- Series of drawings
- Series of photographs
- Series of 3-dimensional projects
- One large photographic image of a sculpture/ceramic piece with smaller photographic detail views
- Grouping color and 2-dimensional designs
- Grouping 2-dimensional designs with visual graphics
- Grouping experimental compositions / mark-makings
- Etc.

[If your work has a mat board frame and can not be removed, such as a photograph, or if your work is mounted to form-core board, you may mount the piece to the presentation board with these restrictions.]

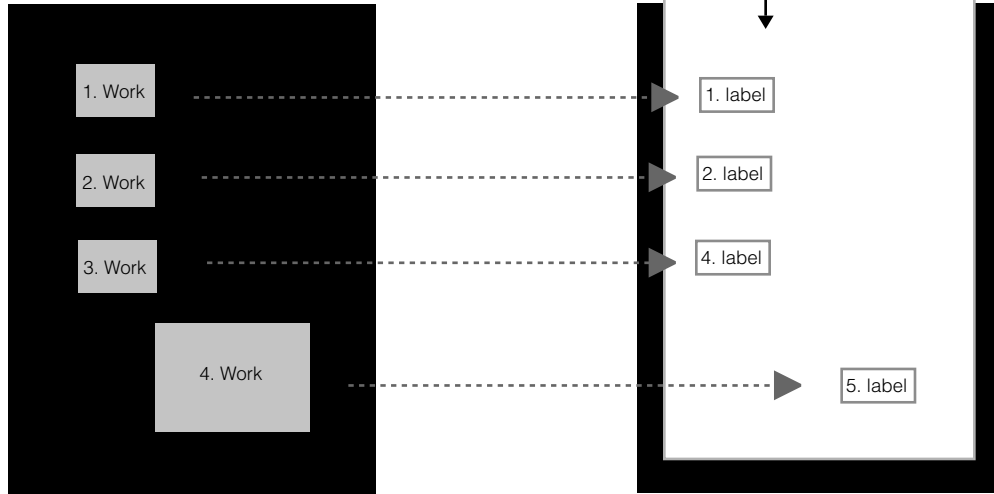
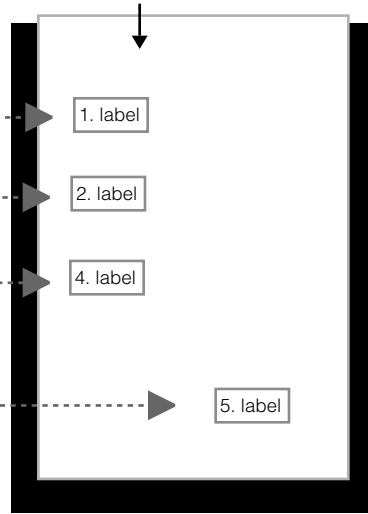
## BFA Portfolio Review | Graphic Design Mounting Guidelines

**Instructions:** For each work, place a description label on the cover sheet, corresponding to its location.

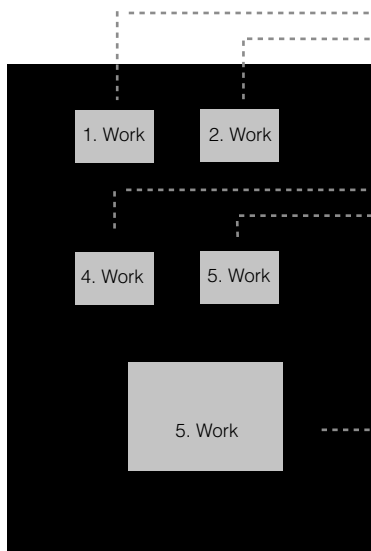
(Front View: Images Arranged on the Presentation Board)



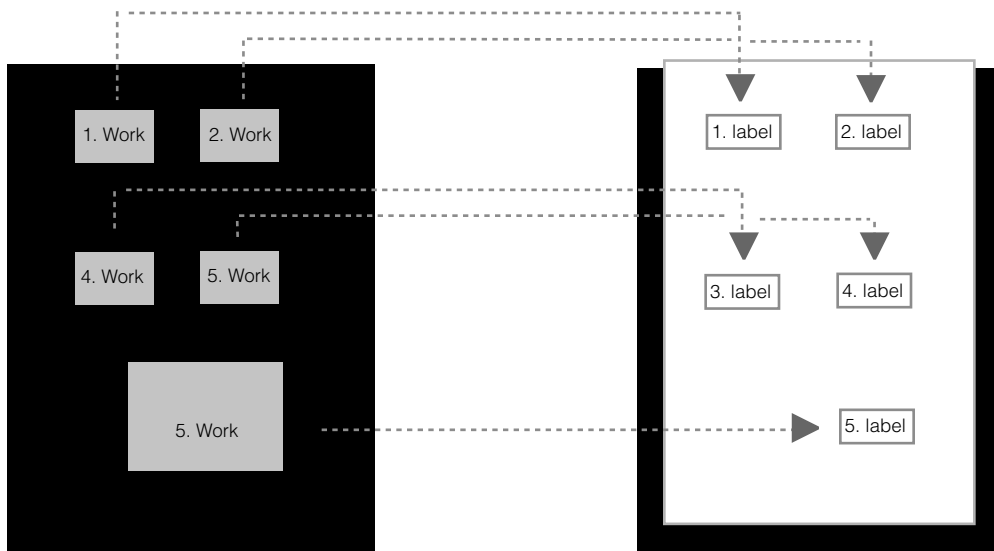
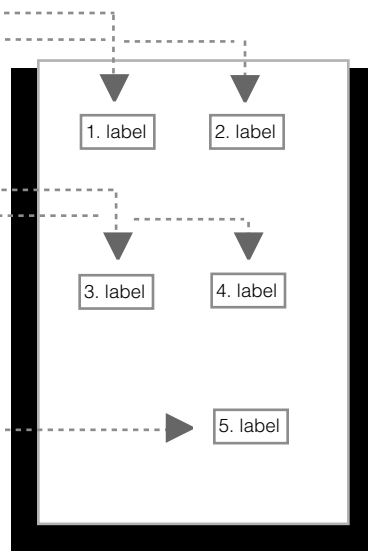
(Front View: Cover Sheet with Corresponding Labels)



(Front View: Images Arranged on the Presentation Board)



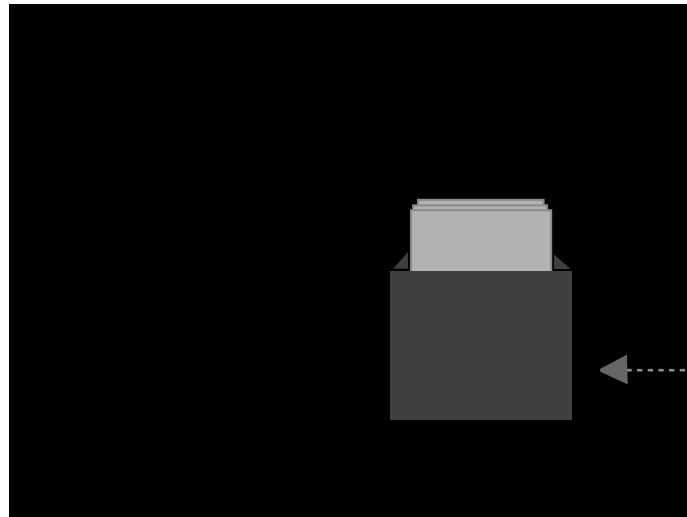
(Front View: Cover Sheet with Corresponding Labels)



## BFA Portfolio Review | Graphic Design Mounting Guidelines

**Instructions:** Mounting special projects (e.g. artist books)

Depending on the dimension of your project, create a 3-D pocket or plastic sleeve for the piece.



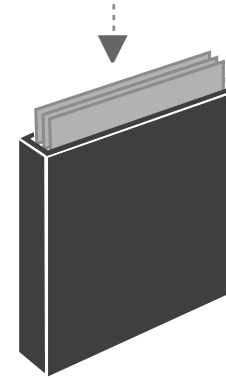
(Front Views)

**NOTE:**

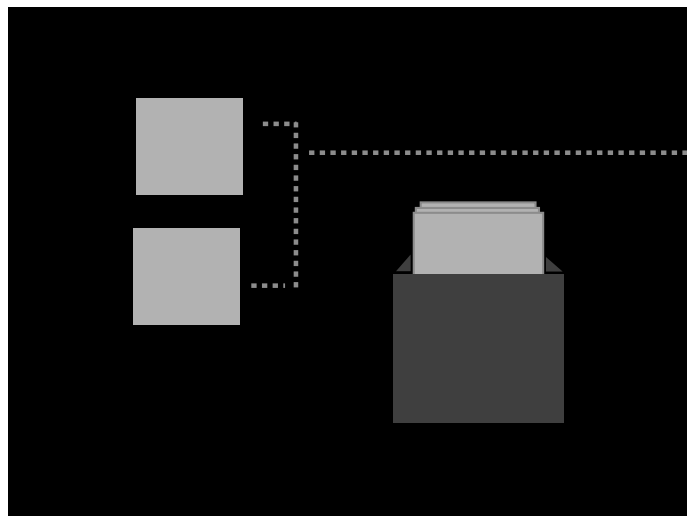
Attention should be given to the craftsmanship of the construction.

(Securely mount the back side to the presentation board)

(e.g. Artist Book)



(3-D pocket)



Depending on the size of your piece, you may elect to arrange and mount complementary projects to create a more pleasing layout & design composition.

Examples may include, but not limited to:

- experimental mark-making
- 2-dimensional and/or color explorations
- Visual graphics

Apply the same instructions for positioning description labels on the cover sheet .



## BFA Portfolio Review | Graphic Design Mounting Guidelines

**Instruction:** submitting flat work larger than 15 x 20 inches

