Dear Workshop Participant,

We look forward to welcoming you to Anderson Ranch Arts Center. This letter includes the list of supplies for your workshop and a general schedule of events that commonly occur during a typical workshop. Our studios are open 24 hours Monday - Friday and participants are encouraged to continue their work on weekday evenings. Students have access to the studio over the weekend if they are enrolled in a two- or three-week workshop. We encourage students to join their faculty and class for the Sunday welcome dinner at 6 pm as well as faculty presentations at 7 pm on Sunday and Tuesday evenings. Students should plan to attend our Monday morning orientation at 8:45 am in Schermer Meeting Hall. Other events may include the Featured Artists Lecture Series and Friday auctionettes.

The store at Anderson Ranch has a great selection of art supplies. We may not carry all supplies on your list. **If you purchase your class supplies ahead of time through The ArtWorks Store, we offer a 10% discount.** For questions or to place an order, please contact info@andersonranch.org or 970-923-3181.

Keep in mind that Anderson Ranch is located in a remote mountain town. **Some equipment and materials will be difficult to find locally. Please plan accordingly and order your supplies before the workshop start date.** Each workshop has its own requirements and dynamics that may necessitate changes in this overview. We wish you the best experience.

Best,

Andrea Wallace

For questions please contact:

Artistic Director of Photography & New Media
Director of Programs; Chair, Advanced Mentored Studies
awallace@andersonranch.org
970-924-5073

Esther Macy Nooner
Studio Coordinator of Photography & New Media
enooner@andersonranch.org
970-924-5046

The following will be available to you during your workshop at Anderson Ranch:

- A 21” iMac computer with a calibrated display
- Epson Stylus Pro 3880 printers
- Adobe Photoshop CC 2015 and Adobe Lightroom CC 2015

Please bring the following tools and supplies to your workshop:

- A tablet (must be iPad 4 or later, iPad Air or iPad mini running iOS 8 or an Android tablet running OS 4.4 or later) and charger
- An iPhone6 or later running iOS 8 with plenty of available memory for downloading apps and taking photographs
- Tablet and/or phone charger and cords
- Portable charging block with cords
- Google or Dropbox account
- Notebook and pen/pencil
- A digital camera and accessories: lenses, charged batteries, battery charger, memory cards, camera bag, cables and a card reader
- Your camera manual, paper or PDF form
- Layered clothing, glove liners, gloves, hat (Clothing appropriate for early morning excursions at high altitudes. Early mornings in mid-summer in Colorado can be cold. You may want to bring lightweight gloves, a jacket or fleece, a hat and a waterproof layer.)
- Sturdy shoes or boots

Optional additional tools and materials:

- Extra camera battery
- A hat, sunglasses and sunscreen
- A reusable water bottle
- A flashlight
In preparation for your workshop, please plan for packing materials that you want to use to ship your project home, like moving blankets, packing tape, bubble wrap or cardboard boxes.

**Getting your supplies to the Ranch:** You are welcome to ship your supplies to the Ranch via UPS or FedEx to arrive at the Ranch the week before your workshop clearly labeled as shown below. Unidentified packages may be returned. Please label your packages as follows:

*Your Name / Faculty Name – Photo*
*c/o Anderson Ranch Arts Center*
*5263 Owl Creek Road #5598*
*Snowmass Village, CO 81615-5598*

**Getting your work home:** The ArtWorks Store carries basic shipping supplies for purchase. A professional pack and ship company will be on the Ranch campus Friday from 4:00 – 4:30pm to pick up artwork that you would like to ship home.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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</thead>
<tbody>
<tr>
<td>Café closed</td>
<td><strong>8:45 am</strong></td>
<td><strong>9:00 am</strong></td>
<td><strong>9:00 am</strong></td>
<td><strong>9:00 am</strong></td>
<td><strong>9:00 am</strong></td>
<td>Café closed</td>
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<tr>
<td>Orientation in Schermer Hall</td>
<td>Faculty Demo (10:00 am - lunch)</td>
<td>Faculty Demo (10:00 am - lunch)</td>
<td>Faculty Demo (10:00 am - lunch)</td>
<td>Faculty Demo (10:00 am - lunch)</td>
<td>Faculty Demo (10:00 am - lunch)</td>
<td>Continental Breakfast</td>
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<tr>
<td><em>Possible activities include:</em> - Faculty Demo - Slides - Individual work time - One-on-one discussions - Field excursions</td>
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<td>Café closed</td>
<td>Lunch (break for one hour)</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Café closed</td>
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<tr>
<td>1:00 pm</td>
<td>1:00 - 5:00 pm</td>
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<td>1:00 - 5:00 pm</td>
<td>1:00 - 3:00 pm</td>
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<tr>
<td>Review calendar for the week</td>
<td>Possible activities include: - Faculty Demo - Slides - Individual work time - One-on-one discussions - Field excursions</td>
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<td>1:30 – 5:00 pm</td>
<td>Possible activities: - Faculty Demo - Slides - Individual work time - One-on-one discussions - Field excursions</td>
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<td>6:00 - 7:00 pm</td>
<td>Dinner</td>
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<td>Café closed</td>
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<td>7:00 pm</td>
<td>Faculty Slides (2 faculty, 20 minutes each)</td>
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<td>Faculty Slides (2 faculty, 20 minutes each)</td>
<td>Café closed</td>
<td>Café closed</td>
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<td>7:00 – 9:00 pm</td>
<td>Studios open, intern monitoring</td>
<td>Studios open, intern monitoring</td>
<td>Studios open, intern monitoring</td>
<td>Studios open, intern monitoring</td>
<td>Café closed</td>
<td>Café closed</td>
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</tbody>
</table>

- Remember to pack your projects using moving blankets, packing tape, bubble wrap, or cardboard boxes.
- The Ranch has a professional pack and ship company available during the workshop.
- Continental Breakfast is included on Saturday morning.

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Getting your work home:

- The ArtWorks Store carries basic shipping supplies for purchase.
- A professional pack and ship company will be on the Ranch campus Friday from 4:00 – 4:30pm to pick up artwork that you would like to ship home.

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**Shipping Instructions:**

- Please label your packages as follows:
  
  **Your Name / Faculty Name – Photo**

- Build your work for shipping:
  - Use moving blankets, packing tape, bubble wrap or cardboard boxes.
  - Include:
    - Moving blankets
    - Packing tape
    - Bubble wrap
    - Cardboard boxes

- Shipping:
  - Pack your project for shipping.
  - Label packages clearly and securely.
  - After your workshop: Pick up artwork at the Ranch via UPS or FedEx.

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**Additional Shipping Information:**

- The ArtWorks Store carries basic shipping supplies for purchase at cost.
- ArtWorks also has a professional pack and ship company on-site.

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**Note:**

- Please keep your work in your room until the last day of the workshop.
- Artworks will not be responsible for artwork left unattended.

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**Shipping Guidelines:**

- Please ship your artwork via UPS or FedEx:
  - UPS: To Anderson Ranch Arts Center, c/o Anderson Ranch Arts Center, 5263 Owl Creek Road #5598, Snowmass Village, CO 81615-5598.
  - FedEx: To Anderson Ranch Arts Center, c/o Anderson Ranch Arts Center, 5263 Owl Creek Road #5598, Snowmass Village, CO 81615-5598.

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**Important Information:**

- Artworks will not be responsible for any packages not properly labeled or shipped.
- Artworks will not be responsible for any artwork left in the workshop.
- Artworks will not be responsible for any artwork damaged in transit.

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**Contact Information:**

- ArtWorks: 5263 Owl Creek Road, Snowmass Village, CO 81615-5598
- Phone: 970-353-4410
- Email: info@andro...