



Portrait Studio Procedures

1. Portrait Studios are for PAOA Members Only and are included in Member Dues. This includes members who wish to observe and not participate. There is no additional cost for model .
2. Members who are painting or drawing should arrive no later than the scheduled time to setup. All spots are first come, first choice, including artists who wish to sit at a table. Some locations include easels, but members may bring their own. At Granite Reef Ctr. artists may use small tables for their table easels and supplies. Please take into consideration that a lot of artists come to the portrait studios and member artists are asked to use a minimum of personal space for materials and equipment.
3. The model, model chair, and portrait chair with equipment (if not stored- e.g. light stand, assorted daylight light bulbs, model stand and cans, back drops) should arrive no later than scheduled room rental time.
4. Model Chair and Portrait Studio Chair are responsible for the themed setup with model. At least one week prior to the portrait studio, the Model Chair and the Portrait Studio Chair should decide on the costume, pose and props that will be needed and communicate this to the email coordinator so that the membership may be asked to bring props for the set-up.
5. Portrait Studio Chair will act as monitor and will pose, tape and light the model, keep track of time and make sure the model returns to pose correctly.
6. Questions are to be directed to the Portrait Studio Chair (or Portrait Studio Assistant)
7. Model should be on the stand and ready to start at 15 minutes passed the schedule room rental time.
8. Overhead lights should be left on in the studio unless all participants agree to turn them off.
9. During a 3-4 hour session, model will sit for 20 minutes at a time with 5 minute breaks in between and one 10 minute break.
10. During a five hour session, model will sit for 20 minutes at a time with 5 minute breaks in between and a 1 hour break for lunch.
11. Photos of pose are allowed, within reason. If a member wishes to ask the model to pose in a different way during breaks, before or after the session, then it is at the model's discretion and may ask for additional compensation from the member.
12. Attendees are to respect others by being quiet while setting up if arriving after the beginning of the first pose and should find a spot in the back. There will be no music played during portrait studio. Artists wishing to listen to music may bring headphones. Please keep music on personal player turned down so that it does not disturb other artists.
13. Break time is for sharing, chatting and interacting with each other.