



## Portrait Workshop Information

People or Animals

Please print this document for future reference. This information applies to both people portrait and pet portrait classes. People are four days and pets are typically three days.

**CLASS DEPOSIT:** To register for a class, go to the website, [www.darladonleyart.com](http://www.darladonleyart.com), click on painting classes tab, scroll down to the portrait class you want, click on “book.” Fill out the information. REMEMBER – the amount paid is only the deposit. The deposit is 50% of the class fee.

Once I get an email that you have booked a seat, I will send you an email requesting you to email me a picture of your person or pet. Read more information about the photos further down.

If you cannot use Paypal, you will need to contact me so you can send me a check. The remaining balance of the class will need to be paid in full 30 days prior to class. If you are signing up late and it’s less than 30 days, you will receive a PayPal email for your balance to be paid immediately. There are no exceptions to this policy. If your seat is not paid for 30 days before the class date, your seat will be given to the first person on the waiting list.

**NOTE:** If you have to cancel, you have to cancel before 30 days prior to the class date. You will not get a refund, but the deposit will be applied to a future class, whether it be a regular class or portrait class. If it’s less than two weeks, the deposit will not be applied to future classes.

**PHOTO:** You have to text me (386-302-8885) or email me the picture you want to use for the portrait class. My email is [darla@darladonleyart.com](mailto:darla@darladonleyart.com). I have to approve the photo that is to be used. Many people think any photo will work and that is not the case. The image must not be blurry at all. A close picture in the natural light is best. We are looking for a head and shoulders type of photo. This applies to both people and pets. Do not stand above the person or pet when taking the picture. Keep in mind that you will not be painting any detailed backgrounds in this class. Detailed backgrounds are for more advanced classes. Go to the portrait tab on the website and download the Choosing The Photo pdf.

**DAILY SCHEDULE:** Portrait Classes are typically from 10 a.m. to 6 p.m. (times may change depending on the location of the class). We will break for a 1-hour lunch. It is recommended that you bring your lunch and drinks, but there are food establishments nearby. Other breaks are taken as needed.

### **PORTRAIT CLASS FEES:**

Pet Class - \$300

People Class - \$400

## SUPPLIES:

### Provided by Instructor:

1. 14x18 or 16x20 prepped canvas\*
2. Paints/Mediums
3. Palette Paper
4. Small disposable cups for medium
5. Thinner
6. Cardboard box
7. Cleaning solution/container
8. Projector/watercolor pencil
9. Hairspray or drawing fixative
10. Brushes
11. Easel
12. Table Cloth

### Students Need To Bring:

1. You must bring a 5x7 (or larger) Black and White and a 5x7 (or larger) Color Photo
2. Q-Tips and Swisspers (pointy Q-tips)
3. Notebook and pen (for taking notes)
4. Viva Paper Towel

\* I will provide the prepped canvas for first time students. Students will need to bring their own prepped canvas for any future classes. The sketch of the person/animal will already be on the canvas.

It is recommended that you bring a notebook/pen to take notes. Wear appropriate clothing. Aprons will be available

FIRST TIME STUDENTS: Yes, you can paint portraits. You just have to have the desire. Don't worry if you don't know how get the image sketched on the canvas. The supplies needed to do all that and the projector will be available at class. Darla will have her portable projector and tripod at the class. You will be shown how to use the projector. A watercolor pencil (dark brown) is used to sketch the image onto the canvas. We use a watercolor pencil because it is absorbed by the paint. How we get the canvas prepped is subject to change depending on the style of the class.

## **TRANSFERRING THE IMAGE TO THE CANVAS:**

### **IMAGE PLACEMENT ON THE CANVAS:**

1. Place the top of the person's head 3 inches from the top of the canvas on a standard "bust" portrait.
2. The nose should never be lower than halfway down on the canvas.
3. Do NOT make the subject larger than life.
4. Use either graphite paper or a projector to get the image onto the canvas.

GRAPHITE PAPER: If you do not have a projector, you need to have the picture printed the size of the canvas. You then use graphite paper to transfer the image. You do not need to trace every single line, but you need to make sure you have all the critical aspects of the picture like the eyes to include the pupils, mouth, ears, hairline, eyebrows, mouth creases, nose (especially the nostrils), neck, clothing, collar, pocket, buttons, etc. Make sure you trace any teeth that may be showing.

PROJECTOR: The other way to transfer an image to the canvas is using a projector. There are several projectors that work great – I use a small portable one on a tripod that uses an adaptor for my iPhone. Works

best with the lights off. Trace the eyes first. Do not press too hard on the canvas as that will distort the image. Make sure to get the pupils. Trace around the hair, head, ears, nose, mouth, neck, shoulders, arms, and any clothing features. If the person wears glasses, trace those too. Jewelry is also traced. If the person has an open mouth where teeth are showing, trace the teeth.

**AT THE END OF CLASS EACH DAY:** Students are required to clean their area and especially their brushes at the end of each class. There will be a cleaning station. Students will be shown the proper way to clean the brushes to get all the paint out. The cleaning solution does not include thinner or turpenoid. If a student does not clean their brushes, they will be required to buy their own brushes for any future classes.