**Station 1: Inside Front Cover**-   
-Write Full Name and Class Period  
legibly using Sharpie in upper left corner

-Create a pocket that is at least 3” x 5”

-Attach Pocket under your name using decorative tape to secure two sides & bottom of pocket- Be sure papers can go inside the top!

**Station 2: First Page-**   
-Create a Double-sided Folder for Handouts

-Be sure folder is sturdy and pockets fit full size papers

-See Examples below:   
 *Example 1:* Using first three pages of   
 your sketchbook and folding outer   
 two pages in on the middle page.

*Example 2:* Create a folder using three   
 sheets of paper to insert & tape into   
 place in the front of your sketchbook

**Station 3: Pages 2 & 3-**   
-Make yourself aware of expectations from Station 2 before you begin (or you may be limiting your options for making the folder)!

- “Page 2”: Attach *Art Class Procedures* handout by gluing or taping the edges

-Next, Attach *Art Expectations* handout on top of *Art Class* *Procedures* sheet only securing one edge so both sides can be viewed like a page in a book

- “Page 3”: Attach *Sketchbook Criteria* handout only securing one edge so both sides can be viewed like a page in a book

**Station 4: Number Your Pages-** -Use a nice pen *(test the pen first to check the ink doesn’t go through pages…no sharpies!)*

-Number the bottom outer corners front & back to complete ALL pages in your sketchbook

-Be consistent, neat, and legible!

**Station 5: Last Page-**   
-Create a unique design for “THE END” of your sketchbook

-You may choose to write your favorite quote on a nice background or some other creative use for this page

-Consider how you will feel when you see this page once you have finished using all of the pages of your sketchbook!

**Station 6: Front Cover-**   
-Produce a unique cover to represent your personal and artistic style

-Front Cover must include: Your Name & Class Period clearly written and easy to see

-You may paint, collage, draw, or use mixed media to produce your cover

-You may choose to use gloss or packing tape to secure your cover and make it more durable

**Station 7: Sew up Spiral *or* Reinforce Hardbound Spine**-  
-Sew up your Spiral using an embroidery needle and string   
 -OR-  
-Reinforce Spine of your Hardbound sketchbook with Decorative Duct Tape

-You may add beads or other embellishments to make this more decorative…or create a “string” book mark if you want as well

**Station 8: Get Rid of Some White Pages**-   
-“Ground” is another word for background… How can you get rid of some of your white pages TODAY by creating a *ground* layer?  
  
-Use paint or collage to create *ground* on some of your pages

-Choose systematic or random applications & selection

-You can later draw back into these pages or take notes on them!

**Station 9: Inside Back Cover-**   
-Glue or Tape One or Two Envelopes to the back inside cover of your sketchbook so that the flap is facing you

-Come up with a creative way to open & re-close these envelopes to secure small items such as: *view finders, collage materials, templates, etc.* when you need them