

Mr. Percy Hagerman, President
Colorado Springs Fine Arts Center,
Colorado Springs, Colorado.

Dear Mr. Hagerman:-

It is my pleasure to present to you the following proposition regarding the opening of a branch of photography at the Art Center. This department would have as its aim the grounding of students in an adequate technique and the development of the creative idea based on the fundamentals of design. This course would equip students to enter the field of photography in certain of its branches; i.e: Portraiture, Architectural landscape, advertising. The purely scientific branches of photography would not enter here.

In outlining the beginning of such a department the personnel should begin with two. One for demonstration and actual daily instruction, the other for lectures on technical theory. To conduct such a class adequately would require the full time of the instructor with the addition of the person or persons selected for the theory lectures.

In view of the fact that all schools terms are now opening, that the Art Center Catalogue is already out, and that time would be required to organize both working facilities and equipment, it would be necessary to defer the opening of such a department until after the Christmas holidays. Courses could be given for a six weeks period at the beginning of the work of this department, to grow into longer periods of study as the requirements of students are manifest.

The facilities of the Art Center at present are limited which in turn would limit the size of such a class. It would be necessary to have two rooms, a dark room for technical work and some sort of studio for demonstration and studio work. The necessary equipment for these rooms will have to be purchased. Such equipment to begin a small class would cost approximately \$250. The tuition in all schools of photography is somewhat higher than for drawing and painting; the reason being the amount of time required for individual instruction in the complicated technique of photographic work. The tuition for a six weeks course should be not less than \$60.

Should a class of eight be assembled the income would be \$480.00

Equipment cost	250.
Full time instructor	250.
Technical lectures	50.
	<u>\$500.</u>

This would be a loss to the Art Center of \$150. for the

first course, but once the equipment were installed a second course would show a small profit.

Should this serious course come into being, the addition of a series of lectures for the benefit of the amateur might be given. If this were successfully accomplished, a growing number of students should be stimulated to enter the serious class.

While six weeks is a very inadequate period of time for a thorough training, it would seem the logical and practical method by which to commence this department. The courses in other schools of photography cover periods of from six weeks to three years.

A series of exhibitions of work by groups and individuals outstanding in the field of photography should be shown in one of the galleries of the Art Center, not only for the benefit of the students but the public as well.

With the development of the department of Photography at the Art Center, new branches and new instructors could be added which it time would make this department an outstanding one.

The details of of such courses as may be considered for the coming year would be worked out subject to the approval of the General Director and the School Committee.

With the increasing interest and demand for skilled photographic work of many kinds throughout the country, such a department at the Art Center should be commenced. It can be done in a small class to begin with in order to hold such a budget within the means of the Art Center at this time, and if it prove successful further development would quickly follow.

Hoping that you and the Trustees may see your way clear to establishing this department in the Art Center School, and assuring you of our most sincere effort and interest in its behalf, I am

Very sincerely yours