

Dear Advisor:

We are excited that you and your students will be joining us for our fourth annual ArtsDay on Friday, February 25. This letter is to inform you regarding some of the details in preparation for the day.

We have included a roster of the students and faculty who our records show will be attending ArtsDay. Please check the list. If you have any cancellations, changes or additions, please contact Sharen Chavira in the Arts and Sciences Division office. You can reach her by phone at (909) 389-3215 or via e-mail at schavira@craftonhills.edu. Your cooperation in helping us identify an accurate count of students and teachers/chaperones by Wednesday, February 23 is greatly appreciated.

Also included in this packet are registration forms for your students. As was the case last year, we are asking that students fill out a registration form before arriving at the college and that the advisor/chaperone return the registration forms to an Arts Day organizer upon arriving at the college. We have included pencils in the packet so that if you would like to have the students fill out the forms on the bus, you may do so.

Finally, we have included a preliminary schedule of the day's events as well as information on bus pick-up and drop off information.

If you have any questions about ArtsDay between now and the 25th, please do not hesitate to contact my office or Tom Bryant. Tom can be reached by phone at (909) 389-3296 or via e-mail at tbryant@craftonhills.edu. We look forward to seeing you at ArtsDay 2011.

Sincerely,

Rick Hogrefe
Dean, Arts and Sciences
Crafton Hills College