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March 31, 2009

Dear Members of the VISG Committee:

Thank you for your vote of confidence. I am glad that you have deliberated carefully. In pursuing this commissioning process, it is good that you are motivated by the felt need of your congregation. It also is clear that you are an informed laity, one that has engaged in an educational process among yourselves as well as with me. All this bodes well for the future.

I have reviewed past correspondence, digital photographs of your sanctuary, architectural renderings forwarded to me by Bruce Spencer, and revisited past experiences in participatory aesthetics. Following is a summary of items that contribute to the anticipated cost of this commission entailing two works, each approximately 10' by 21', for the two empty walls flanking the back half of your sanctuary. A minimal descriptive concept of these works is discussed under item (8) of my September 24, '08 letter to your committee. The factors to consider regarding a cost estimate for this commission are consolidated under four categories as follows: (1) CAK Visits; (2) Materials; (3) Design; (4) Installation.

- (1) CAK Visits: I must return and spend an overnight working both days in the sanctuary studying design options and tinkering with a full-scale paper pattern placed on the wall in order to ascertain exact measurements. I need assistance, especially with the process of measuring, taping together long sheets of paper, hanging cartoon, and discussing construction techniques. Therefore I would like to have Bruce Spencer and Jonathan Sledge present. Secondly, I would like to return to present and discuss the design models. Thirdly, I leave it to your discretion to decide whether or not you wish for me to return for a visit of a few days to assist in appending tapestries to frames and finishing paint application to the central expanse of tracery. Normally communities do these things themselves. However, I just want you to know that I am available should you have a different perspective. Pullen would be responsible for my travel expenses, but not for time spent on site working.
- (2) Materials: A set of materials such as drawing and tracing papers, tape, color aid paper, a complete palette of Paternayan yarn, glue, retro-graphic enlargements, duplicates of drawings, packing materials, and postage are necessary for my design work. I will keep all of my receipts for an exact accounting. The cost for these materials will be approximately \$650.00. Paper and tape purchased in Raleigh for my initial visit is included in this expense. With regard to the tapestry sections of the work, we will need approximately 20 yards of 54" wide 13 or 14-point mesh mono canvas. I have made arrangements for it to be supplied wholesale at \$23.50 a yard (retail price runs from \$44.00 to \$47.00 a yard). With taxes and shipping, the cost for this material will be approximately \$520.00.

Since I think that we will have approximately 160 square feet of needlepoint, I therefore anticipate an expenditure of about \$3,300.00 for the 3- ply Paternayan yarn. We need about \$150.00 worth of a sturdy gabardine type of fabric to place between the tapestries' and the tracery's MDF surfaces. Jonathan Sledge has estimated the cost for the MDF-Medium Dense Fiberboard, paint, hardware, computer guided cutting, delivery fees, and paid assistance with construction. In reviewing his material, I suggest that we aim for an estimated expense of \$6,750.00. The total cost for estimated materials therefore is \$11,370.00.

(3) Design: I will be responsible for presenting to the VISG committee the following: two 1/5 scale models (each 4 1/5' by 2') in full color; approximately 22 full scale drawings (single drawings of each needle pointed section); approximately 22 1/3 scale drawings with every color notated by a number with a glued down piece of appropriately colored yarn next to the number; one 1/5 scale model in glued down Paternayan yarn. I will calculate the amount of each color of yarn for purchase and will present this information in a systematic way. Also I will make recommendations and engage in ongoing consultation with a member of the congregation designated to administrate the project. I will need three months of full time work to accomplish this complex task. The cost for these services is \$11,750.00.

(4) Installation: The cost of scaffolding and its delivery, and the possibility of a hired hand for a short period of time will cost approximately \$500.00.

Finally, it is imperative that committee members discuss options and come to a consensus concerning thematic ideas with relevant scriptural texts for the two works. I ask that your deliberations be broad and grant me several choices regarding a particular idea.

All of the above calculations amount to \$23,620.00, minus my travel expenses. I think this represents a very close estimate. I suspect that it will turn out to be slightly less in some of the calculations - and then again, due to an unforeseen situation, conceivably slightly more. In the event you proceed with this commission, I request a letter from the committee chair, or any other person in authority, stating the church's intentions to commission. My usual way of working is to request 1/3 of the design fee at the time of the commissioning letter, 1/3 of the design fee when the models are accepted, and the final 1/3 at the time of installation. I hope that you find the information conveyed in this letter satisfactory, and I look forward to your response.

Sincerely,
Catherine Kapikian