



# Paint a Parking Spot

## Details, Timing, & Steps

**NOTE: THIS OPPORTUNITY IS FOR THE CLASS OF 2024 ONLY**

### **Process:**

#### **Reserve Your Spot: June 6 - June 22:**

1. Go to [novi-sanp.com](http://novi-sanp.com) website to download all the needed forms and review the guidelines.
2. Use the same website to sign-up and pay. Pick from the two options below on where you wish to park:
  - a. Athletic Parking Lot (near football stadium)
  - b. 10 Mile Road Parking Lot (near tennis courts)
3. When you sign-up, comment (optional) if there are any friends you wish to park near.
4. Agree that you will follow all the guidelines to participate in painting a spot.
5. Payment will be made directly on the website using any major credit card.
6. Upon payment, you will receive an email confirmation of the reservation.
7. You do not need to submit your design when first reserving your spot on [novi-sanp.com](http://novi-sanp.com). Submitting your design is the next step.

#### **Submit Your Design: June 6 – June 29**

1. Use the document labeled "Design Submittal" to draw out the design that you propose to use for your parking spot. You can download this document from the [novi-sanp.com](http://novi-sanp.com) website. If you cannot find the form, email us at [novisanp2024@gmail.com](mailto:novisanp2024@gmail.com).
2. Download the secondary document labeled "Design Guidelines" also found on the [novi-sanp.com](http://novi-sanp.com) website.
3. In that document you will find parameters that must be followed when designing your parking spot proposal. Your sketch does not need to be in color.
4. Check the [novi-sanp.com](http://novi-sanp.com) website for examples, Google, or use your imagination to decide what your design will look like.
5. Review and sign the submittal form along with your parent/guardian signature by June 29.
6. Upon completion of the proposed design, upload a scan or photo image of the finished documents to the HS administration using the Google Form referenced in the Submittal document. A link can also be found on our website.
7. Your proposal will be reviewed by the HS administration to ensure alignment within the design guidelines and its spirit.

### **Feedback or Approval: June 30 – July 10**

1. You will receive approval of your design, or feedback for recommended changes.
2. If any changes are needed, you will need to re-submit a revised design for approval before July 17. Upload that revision to the same location as previously noted.

### **Final Approval: July 18 – July 25**

1. If approval was not received in the first review, you will receive final review and approval from your revision submission.
2. If agreement cannot be reached on the design, you will not be able to paint a spot and a refund will be issued minus credit card charges incurred.

### **Parking Spot Assignment: Before August 1**

1. You will receive confirmation on your spot assignment in the parking lot from the SANP committee.
2. You will also receive a detailed list of instructions on how to successfully execute your painting project including paint specifications, suggested supplies, and other handy ideas for the day of painting.
3. Go to the school and make sure you know exactly where your spot is located in the parking lot.
4. Your spot assignment email will be sent to the email address provided from the initial order placed in June.
5. If you do not receive confirmation by August 2 or have any questions, email us at [novisanp2024@gmail.com](mailto:novisanp2024@gmail.com).

### **Painting: Exact Dates and Time to be Confirmed by August 1 (It will be before Registration Day on August 21)**

1. We will have scheduled painting dates and times.
2. If you are unable to make either of those days, email us at [novisanp2024@gmail.com](mailto:novisanp2024@gmail.com).
3. Come to the high school to start the painting process.
4. You must use an exterior water-based latex paint. You will only be allowed to use this paint.
5. Reference the design guidelines on other paint type guidelines.
6. You must provide all necessary supplies including brooms, paint scraper, paint trays (small and large), brushes, rollers, tape, drop cloths, towels, clean-up supplies, trash bags, and anything else you need. We suggest working with your friends on needed supplies and sharing.
7. Make sure your painting spot is clear of debris and rocks using a broom. Use a paint scraper to remove anything might be on your spot that cannot be removed with a broom. These two steps are super important for having a smooth surface on which to paint.
8. Make sure you stay within the parking spot dimensions and leave a six (6) inch blank spacing gap from the yellow/white parking lines.
9. If you are painting a "base" layer you will paint that on day one. It is recommended to use painter's tape to isolate the painting area for your base layer and create a cleaner appearance.
10. Come back later in the day or on day two for your second layer. Once your primer or background color has dried, you're going to want to use chalk to make an outline of your design. This is especially important if you're doing an intricate mural that requires a lot of detail. Once you have your outline complete, you can start painting your design!

11. Do not deviate from your approved design, or you risk the possibility of it being painted over and losing the opportunity to participate.
12. You may want to make sure you have water, snacks, sunscreen, Bluetooth speaker, and something to sit (or kneel) on as the process can take some time.
13. Do not dump any unused paint into trash barrels located on school property. Take any leftovers home, and place waste supplies in your own trash bags.
14. Ask a SANP representative if you have any questions or needs.

**Enjoy: Tuesday, September 5, 2023**

1. Come to school on that first day and know exactly where you will be parking!
2. Enjoy it all year!!