

# INTERN guide

## WHAT YOU'LL BE DOING

HELP WITH TABLE SET UP

GOODIE STYLE

SHUFFLE (AS NEED!)

HELPING WITH CLASS

LUNCH PICK UP

B+A PICK UP

## NUMBERS

Bri // 213-XXX-9186

Angela // 323-XXX-7622

Meg // 713-206-9213 // [blogshopla@gmail.com](mailto:blogshopla@gmail.com)

Ana // 512-XXX-8348 // [ana@iheartblogshop.com](mailto:ana@iheartblogshop.com)

## FELLOW INTERNS

Kadie Smith // 205-XXX-3424

Claire Zinnecker // 512-XXX-5652

Allie Morris // 979-XXX-5891

## LOCATION

Big Medium  
at CANOPY Austin  
916 Springdale Rd  
Bldg 2, Unit 101  
Austin, Texas 78702

## STUDIO CONTACT

Jana  
cell) 512-XXX-2104  
  
Shea  
cell) 512-XXX-2306.

## CLASS HOURS

December 14 + 15  
Saturday // 10-5:00  
Sunday // 10-5:30

Please arrive at 8am and plan to leave around  
6:00pm. Please check with B+A on Saturday  
evening to make sure a good arrival time is set.

## CATERING

day 1 // food heads  
(512) 420-8400

day 2 // Fresa's Chicken  
(512) 428-5077

coffee // wright bros brew and brew  
matt // (512) XXX-6495  
sweets // butterface  
rachel // (512) XXX-1527

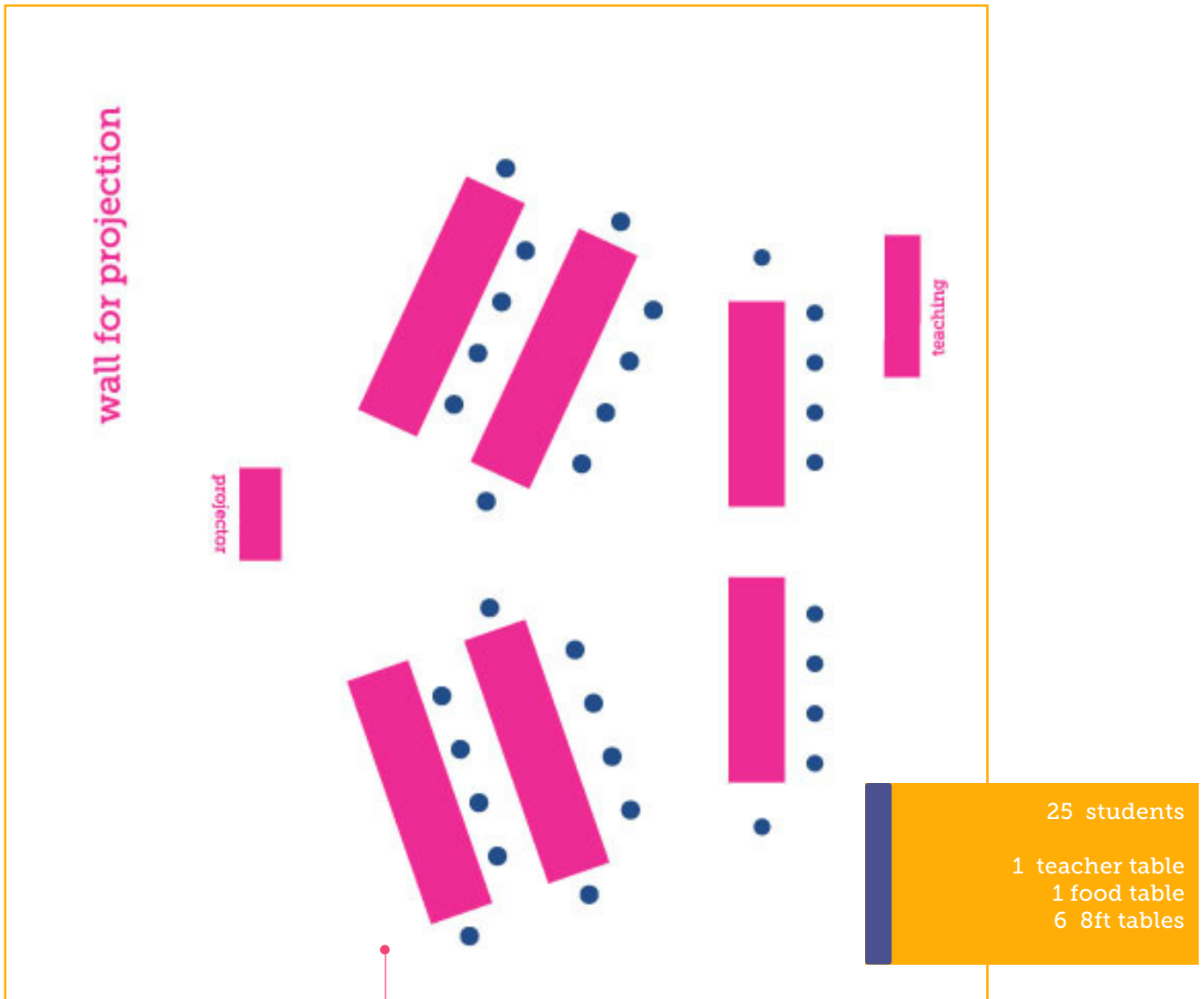
## PARKING

Parking Lot!!

## DECOR CONTACT

Bird Dog Wedding  
Emily Leach  
210-XXX-7664

# STEP 1 // TABLE SET UP



## TIPS

- we have loot vintage tables making this look good. the yellow loot tables are for students. we'll use two studio tables for teacher & lunch.
- if this set up does not work, reference the additional set ups at the end of the packet!
- guide decor girls on where to set up their sweets table and decor items

## BLOGSHOP TETRIS

Use this diagram as a guide to set up the room. It's always a game of TETRIS, but don't worry too much. JUST make sure all the chairs can see the projection wall.

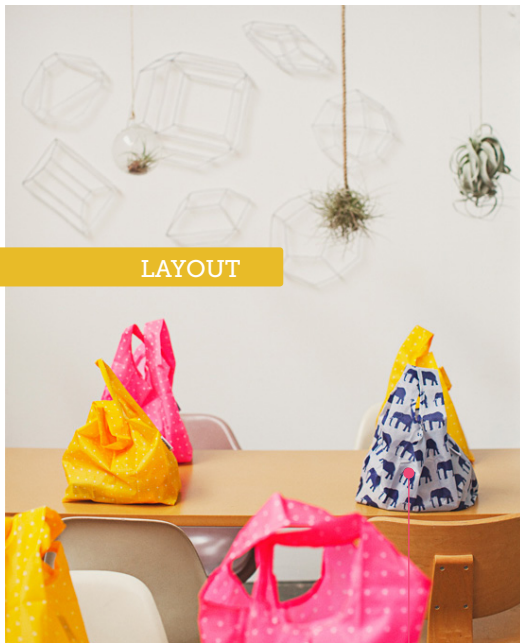
Please be mindful of the space required for each student—computer, mouse/wacom, a little arm room—if you need to scoot chairs around, please do!

# STEP 2 // GOODIE STYLE

## GOODIES



## LAYOUT



### MAKE THE GOODIES LOOK GOOD!

We'll put together a collage of all the goodies, you'll need to unpack them from the bigger boxes. Then set out an assembly line of goodies.

As soon as B+A arrive, you can begin sorting them into bags for each attendee.

Set each bag in front of a chair—easy peasy.

## TO DO

- unpack goodies
- sort all goodies so all attendees have one of each
- clean up and throw away all packing materials
- keep one box clearly labeled for the extra goodies
- when b+a arrive, style the goodie bags in front of each seat

## STEP 3 // SHUFFLE (AS NEED!)

### SHUFFLE

We're not going to lie, we've been thrown a curve ball or two while setting up. That time in DC when we found a studio full of Halloween decorations.

We just want to say, be prepared to scramble a bit.

If we work together, we can make a Halloween hodgepodge into something like this!



and a big hug to marie tyler for helping us decorate that studio! funny story – when we arrived it was FULL of halloween decorations from a miscommunication with the space and it was a *miracle* that it looked like this before the students arrived. haha (*hanging skulls, cobwebs, caution tape...it was not good*)

- put one magazine at each table setting
- set out the social share doc
- help our decor gal finish by 920am
- take this time to stick the drinks in the refrigerator
- put out the water and cups

TIPS

# STEP 4 // HELPING WITH CLASS



HELPING!



HELPING!



HELPING!

**TIPS**

- don't touch computers & keyboards. it makes attendees feel a little overwhelmed
- please pause any question answering when A+B are teaching, we don't want the students to get behind while they are being helped

**OUR INTERNS ARE LIKE LITTLE DISNEY BIRDS**

**YOU KNOW THE ONES THAT HELP CINDERELLA BECOME A PRINCESS**

Okay. Okay. We're being a little dramatic. BUT our interns really make blogshop happen.

Once the attendees start arriving, please help Bri and Angela get people set up with their workspace. Some girls will need computer help or help opening photoshop. If a girl does not have the software downloaded properly, please ask Angela to borrow her computer. They can use Angela's computer while you help download the trial (this rarely happens).

# STEP 5 // FOOD + DRINK SET UP

## GOOD EATS!

We have delivery on day one and a pick up on day two. All the info for pick up is on the next page!

On both days, please make sure plates, cutlery, and napkins are included.



## GOOD DRINKS!

We have mimosas as a mid-morning bit of excitement on the first day of blogshop. Please set out correct number of cups, distribute all champagne evenly through cups, and add orange juice.

Just in case, a good ratio is 1 to 2, OJ to Champagne.

Oh, and make sure to not overfill the cups! We don't want spills.

- ensure plates, napkins, cutlery is included
- a card will always be on file—make sure the caterer uses THAT card
- please DON'T add a tip to the amount. we've likely covered that already.

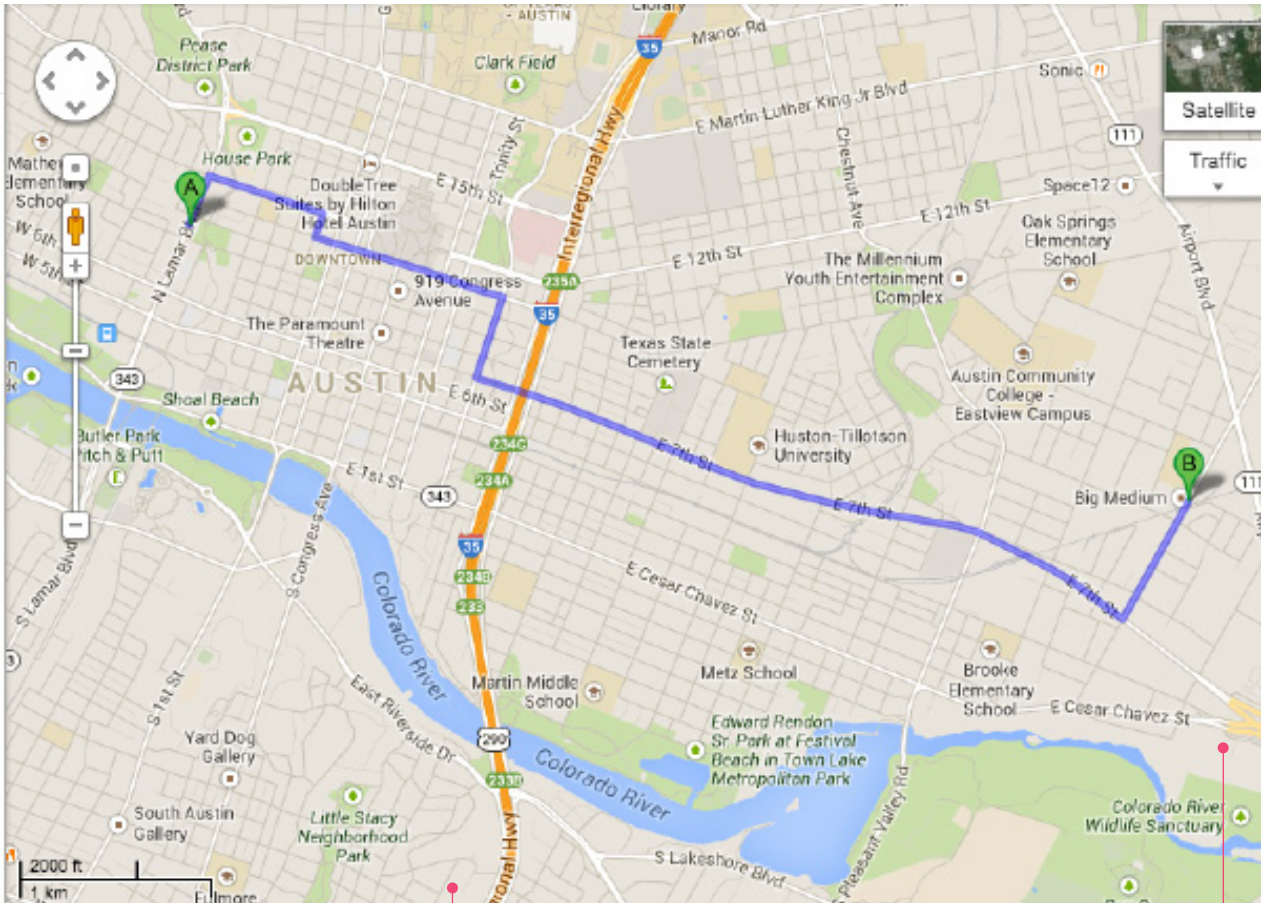
TO DO

# STEP 5+ // DAY 2 LUNCH PICK UP

STUDIO

916 Springdale Rd  
Austin, TX 78702

A



## CLAIRE 11:15 PICK UP TIME

Claire, we'll need you to pick up lunch around 11:15am. It should be all prepared and ready for us by Fresas at that time.

Please just touch base with Bri and Angela before you head out, so they know where you're headed!

B

Fresa's Chicken  
915 North Lamar  
Austin, Texas 78703

FOOD

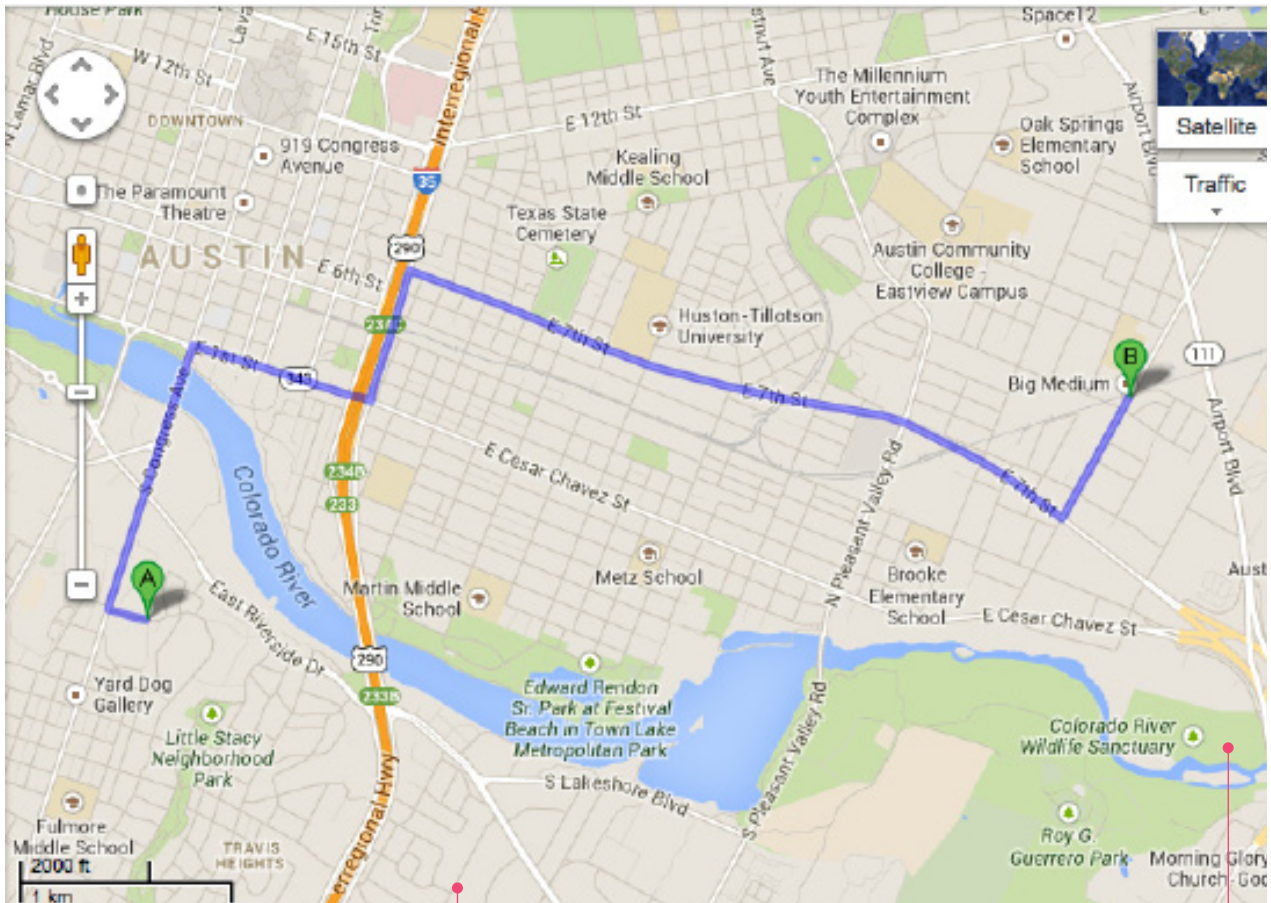


# STEP 6 // SUNDAY AM B+A PICK UP

STUDIO

916 Springdale Rd  
Austin, TX 78702

B



A

Hotel St. Cecilia  
112 Academy Dr,  
Austin, TX 78704

HOTEL

## CLAIRE Sunday Pickup

Claire, if you could check with Bri and Angela on Saturday evening to see what a good pickup time on Sunday morning will be.

You can head to pick them up before heading to the studio.

## REIMBURSEMENTS

Total and give your receipts to Angela. She'll refund you for anything you buy for Blogshop (taxis included!)

## DRESS

It's going to be a long day, so please keep that in mind. Wear flats, bring layers, etc. We always meet such stylish interns, but we want to make sure you're comfortable throughout the long days!

## COMMUNICATION

Sometimes things come up and either Meg or Ana needs to get a hold of blogshop. Please keep your phone on you, so we can get in touch quickly.

## TO DO

### // TABLE SET UP

arrange tables

make sure everyone has elbow room

### // GOODIE STYLE

unpack goodies

sort all goodies

style the goodie bags

clean up

throw away packing materials

label extra goodies

### // EXTRA

set magazines at each table setting

help our decor gal finish by 920am

take this time to stick the drinks in the

refrigerator

### // HELPING

don't touch!

try to keep your voice low

### // CLEAN UP DAY 1

tidy where needed

take out trash

### // CLEAN UP DAY 2

leave the studio as you found it

## TIMELINE

### // DAY 1

table set up 8am

goodie set up 830am

decor finalized 920am

students begin arriving 930am

class begins 10am

lunch delivery 1115am

lunch 12-1pm

begin tidying 4pm

out of studio by 5pm

### // DAY 2

arrive 9am\*

tidy till 920ish

class begins 10am

lunch pickup 1115am

sweets + coffee 2pm

begin tidying 4pm

q&a begins at 5ish

out of studio by 6pm

\*check with B+A on DAY 1

## **BEFORE BLOGSHOP**

just a couple of things before we start,  
if you don't mind

# PRACTICE . . .

## PS 6 SKILLS

// PS6 SKILLS

These are the skills we go over  
in class, just so you can boost  
your knowledge before we  
begin, if needed!

layers, including multiplying  
image size vs. canvas size  
creating new canvases and  
cropping

creating shapes and barreling  
images into shapes

effects on images, including  
color overlay and opacity

type

GIFs!

**MASKS!**

collage layouts and  
overlapping

liquify, clone tool, healing tool  
levels

gradients

filters

actions

# MAKES PERFECT

TO MAKE YOUR LIFE A LITTLE EASIER,  
USE THESE **SHORTCUTS**

<b>COMMAND + J</b> duplicate the layer	<b>F</b> full screen mode / black border mode	<b>COMMAND + W</b> close file	<b>ARROW KEYS</b> moves layer in small increments
<b>COMMAND + C</b> copies the layer	<b>COMMAND + V</b> pastes the layer	<b>COMMAND + Z</b> undo your last step	<b>COMMAND + OPTION + Z</b> undo multiple steps
<b>COMMAND + T</b> scale an image/object (hold shift to keep proportions)	<b>COMMAND + T</b> then <b>COMMAND + O</b> shows you all 4 edges of the image	<b>COMMAND + A</b> select all	<b>COMMAND + or -</b> zoom in and out
<b>[ BRACKETS ]</b> brush size bigger or smaller	<b>COMMAND + S</b> save file	<b>COMMAND + OPTION + S</b> save as	<b>COMMAND + OPT + SHIFT + S</b> save for web
<b>COMMAND + D</b> deselects any hidden marching ants	<b>SPACEBAR</b> (hold down) changes any tool to the hand	<b>COMMAND + I</b> inverse	<b>X</b> reverses foreground/ background color in tool bar
<b>DELETE</b> deletes layer selected	<b>COMMAND + R</b> reveals / hides rulers	<b>COMMAND + E</b> merges selected layer with layer below	<b>OPTION + ARROWS</b> makes kerning and leading bigger and smaller in type tool

# PICK UP

PICK UP	INTERN
3btl (roughly 64oz) of inexpensive champagne (andre or something)	<b>KADIE</b>
2btl (roughly 32oz) of OJ	<b>KADIE</b>
2gal lemonade and 1gal ice tea	<b>KADIE</b>
Small hard clear plastic cups (the kind that crack) // 75 total	<b>ALLIE</b>
2 large plastic water jugs this type: <a href="http://www.samsclub.com/sams/ozarka-natural-spring-water-2-2-5-gal/158880.ip">http://www.samsclub.com/sams/ozarka-natural-spring-water-2-2-5-gal/158880.ip</a>	<b>ALLIE</b>

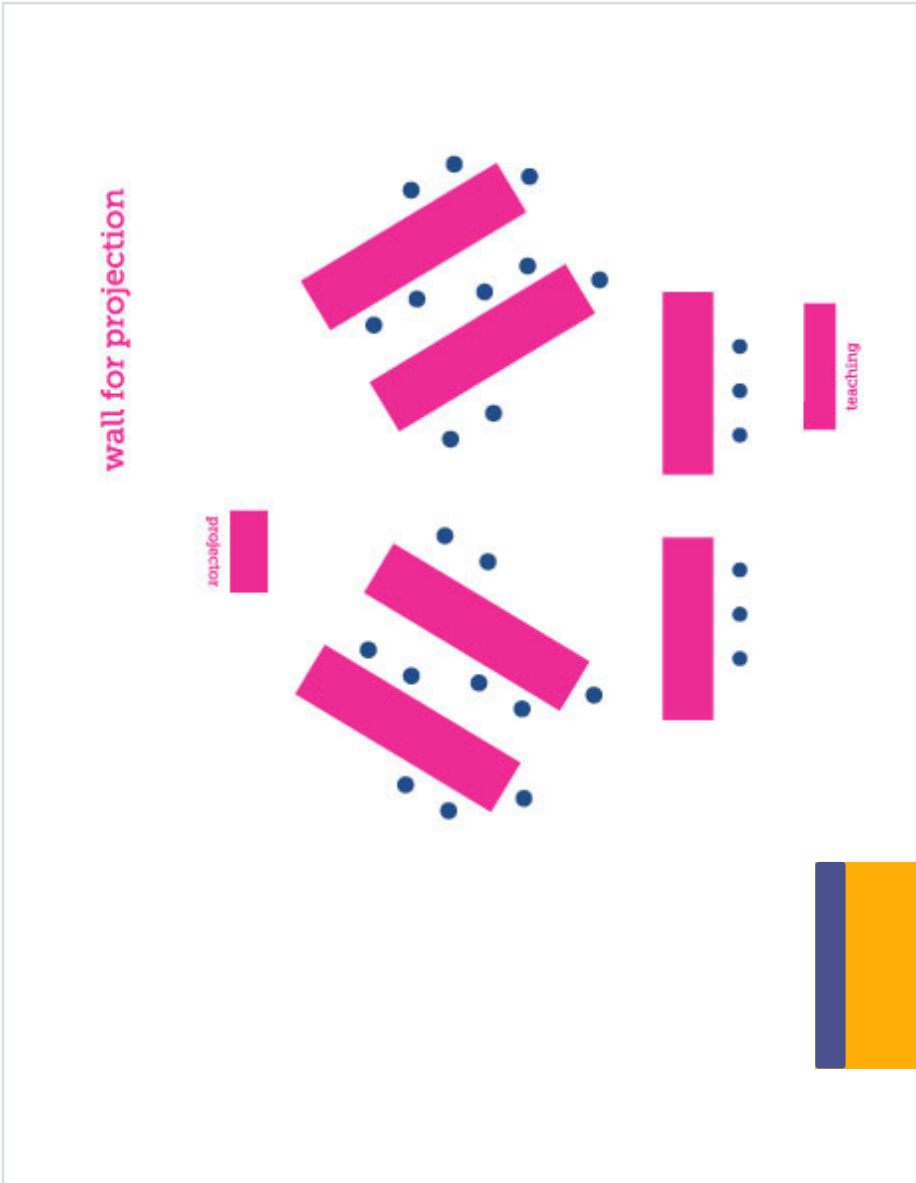
# EXTRAS

for good measure



# ADDITIONAL OPTIONS // TABLE SET UP

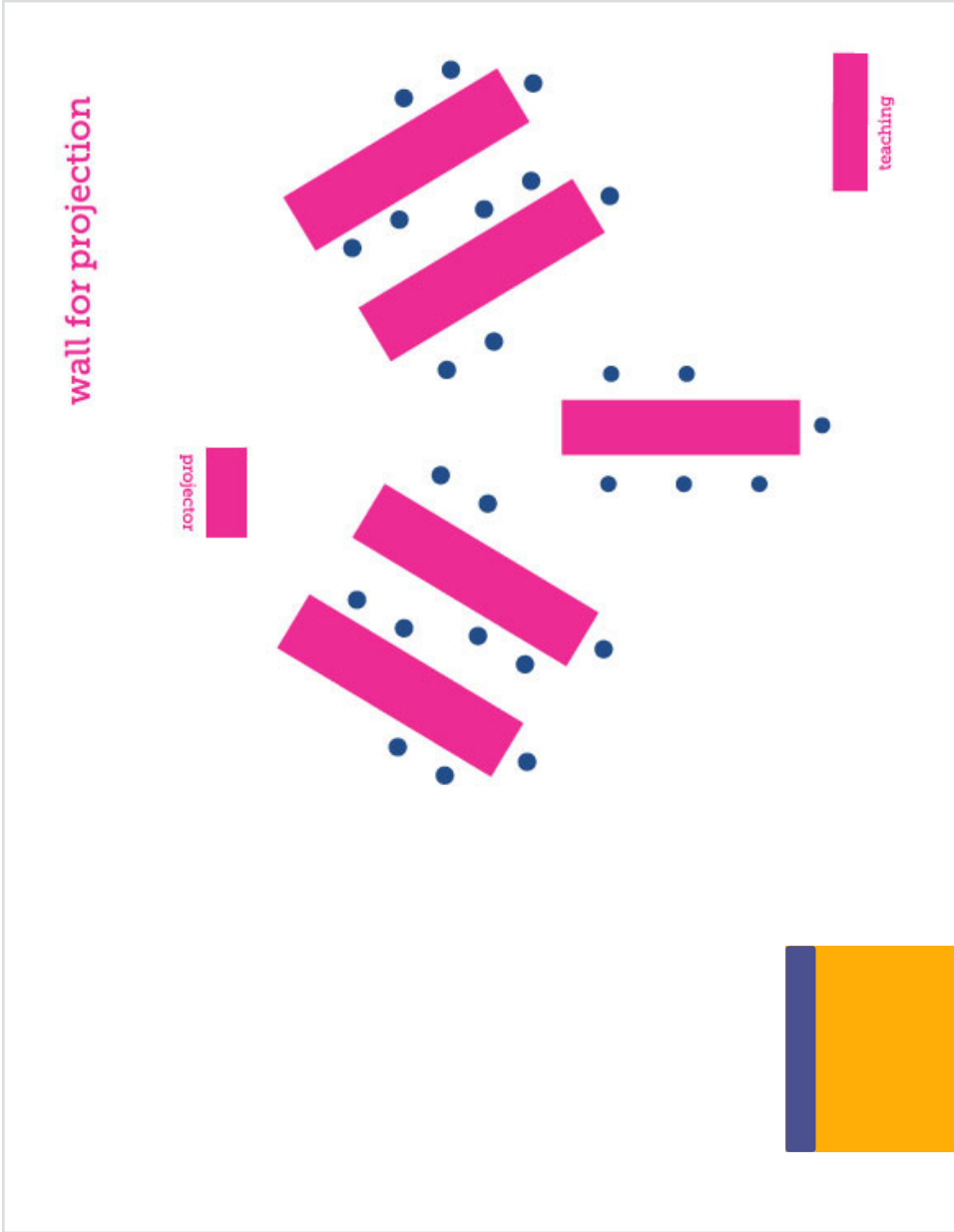
JUST IN CASE!



- 26 students
- 2 4ft tables
- 2 6ft tables
- 4 8ft tables

# ADDITIONAL OPTIONS // TABLE SET UP

JUST IN CASE!



26 students

- 2 4ft tables
- 2 6ft tables
- 4 8ft tables