Board Instructions

GENERAL NOTES:

The pledge class chair should buy supplies and equipment but the other pledges should reimburse him/her.

DO NOT wait until the last minute to get the board done because steps like painting and drying take a certain amount of time that cannot be reduced.

Above all, take your time and do your best work because your Chi Epsilon board is something that you will keep and be proud of for many years to come.

SUPPLIES AND MATERIALS FOR YOUR BOARD

1. Fine grit sand paper (about 120 & 220)
2. Masking tape
3. Razor blade or exacto knife
4. Good black pen and Sharpie (for signatures)
5. Wood sanding SEALER
6. Semi-gloss black enamel paint and/or SPRAY PAINT
7. Semi-gloss bright red paint (little quantity)
8. Semi-gloss white paint (very little quantity)
9. Paint thinner
10. Press-on letters (unless painting).
11. Paint brushes (artist and ½” suggested)
12. Lacquer, varnish, or other wood finish (OPTIONAL)

DETAILED INSTRUCTIONS

1. Smooth out the edges of the board by filling, filing, and sanding until it is suitable for sealer.
2. Seal surfaces. Coat the entire board with several coats of WOOD SEALER, sanding LIGHTLY between coats.
3. Cover the ENTIRE board with masking tape.
4. Draw the specified design on BOTH sides of the board.
5. Cut around the Transit design with a razor blade or exacto knife and remove the tape from the areas to be painted black.
6. Coat the board with AT LEAST two more coats of wood sealer. This step is crucial because it will help keep the black paint from bleeding underneath the tape.
7. Paint the exposed wood BLACK with as many coats as are need to cover the exposed area thoroughly.
8. Remove the remaining tape CAREFULLY after painted areas have dried completely.
9. Paint the RED ruby design in the scope of one side of the board. This side will be called the “RUBY SIDE.” Scribe the BLACK lines into the ruby with a black ball point pen or Sharpie. Apply WHITE paint to the area on the scope that is not red or black.
10. Paint your own personal design in the scope of the side opposite the ruby side. This side will be called the “DESIGN SIDE.” You should try to be creative, as this will personalize your board. This step is NOT optional.
11. Apply lettering in the areas indicated for the board. You may paint the letters or use press-on letters (5/8” preferred). Your name must be on the RUBY side of your board. You should choose your area of specialty (Structures, Construction, Materials, etc.). This should be placed on the DESIGN side.
12. DO NOT finish coat your board w/ LACQURE, VARNISH, or any other WOOD FINISH before you obtain your signatures. FIFTEEN (15) Chi Epsilon PROFESSORS signatures should be obtained on the RUBY side and TWENTY (20) Chi Epsilon ACTIVES signatures should be obtained on the DESIGN side. Dress as you would for a professional appointment or interview on the days you obtain the signatures. A list of Chi Epsilon professors will be supplied to you before these dates. Use a good Sharpie for signatures.
13. OPTIONAL: you may wish to apply a coat of lacquer, varnish, or other wood finish to preserve your board and signatures. Use caution when selecting a finish, as some will have a tint that will darken your board.
14. Submit your board in the office or other indicated location. Make sure your board is dry and COMPLETED. BOARDS THAT ARE NOT COMPLETED WILL NOT BE ACCEPTED!

SEE FOLLOWING PAGE FOR DIMENSIONS. REFER TO DISTRIBUTED COMPLETED BOARDS IF NECESSARY.