Greetings from the Notre Dame Center for Arts & Culture (NDCAC). The University of Notre Dame has been hosting an art exhibit showcasing altars created by artists to remember those who are no longer living among us for fifteen years. This is the 4th year that the annual celebration will take place at the NDCAC and we are extending an invitation to members of the South Bend community who would like to participate in the 2016 celebration by creating their own altars.

Ofrendas (offerings) or Altare (altars) are made in memory of the deceased and are a good example of the cultural hybridity of this holiday. These altares/ofrendas are either built at the gravesite or in the home, and include offerings of food, water, and personal possessions of the deceased. Oftentimes a photograph of the deceased is placed within the ofrenda which is usually built in a three-tier pyramid type structure. The bottom level representing Mitlan the underworld, the middle section representing earth and the top representing the heavens. A traditional ofrenda includes the four elements of wind, fire, water and earth, represented through papel picado (wind), candles (fire), beverages (water) and flowers (earth). Other elements included in a traditional altar are personal belongings or any items that honor your loved one.

This year we are inviting community members to create their own ofrendas dedicated to a deceased loved one in the Crossroads Gallery for Contemporary Art at the NDCAC. These will be the focus of the Día de los Muertos event being held on Wednesday, November 2nd. Ofrendas are to be installed in the gallery during September 2016 for display through the month of October and removed immediately at the end of the November 2nd celebration. If you are interested in participating in the creation of a community ofrenda, please fill out the form attached. All participants must comply with the requirements listed below upon entering.

**Guidelines for Ofrendas**

- The ofrenda must be based on a Mexican tradition of Dia de los Muertos (Day of the Dead), but can be contemporary in nature.
- Ofrendas will be built from September 1 – 30, on display through October, and will be taken down immediately after the November 2nd celebration. Ofrenda items may be taken home immediately after the event ends at 7:00 PM or during NDCAC business hours through November 4, 2016.
- Each participant is responsible for delivery, supplies, set-up and takedown of their altar.
- A 7’ x 5.5’ x 3’ (H X W X D) plot of space will be allocated per ofrenda.
- Tables and platforms used must be no larger than the 5’ W x 3’ D and no taller than 6 ft.
- The NDCAC will monitor decorative items used for ofrendas within reason. We ask that ofrendas do not contain items of irreplaceable personal value.
- Battery operated candles are okay, candles with open flames will be NOT be allowed.
- Altars cannot include fire, smoke, perishable items or anything that may cause harm or a threat to the surrounding area and guests.
● NDCAC staff reserves the right to ask that any restricted items be removed immediately.

● Be creative and practical, think about how you can carry all the supplies you will need and how much time it will take to set up and take down.

● Set up begins on September 1\textsuperscript{st}. You must contact Alex Schaufele to find your designated area and coordinate installation times.

● Breakdown will begin at 7:00 PM on November 2\textsuperscript{nd} and your designated area must be clear of your items. We are not responsible for the loss of any altar items.

● Feel free to use the space provided as you see fit to create your altar. (See example below courtesy of the National Museum of Mexican Art, Chicago)

Below are suggestions and photographs for an easy way to bring and build your altar. This website also has excellent information on how to build an altar: \url{http://www.art-is-fun.com/dia-de-los-muertos-altar}. Once your proposal has been approved, the Art Coordinator from the Notre Dame Center for Arts & Culture will contact you to discuss the details and location of your ofrenda.

If you are interested in building an ofrenda and participate in our festival see instructions below.

1. Download and fill out page 3.
2. Email it to Alex Schaufele at aschaufe@nd.edu or drop off at the Notre Dame Center for Arts & Culture at 1045 W. Washington Street, South Bend.
3. Proposals are due by 4:30 PM August 8, 2016.

Thank you!
University of Notre Dame
Community Ofrenda Participation Form

Full Name: _____________________________________________

Phone: __________ Email: ______________________________

Name of Deceased: _______________________

Date Deceased: __________ Date Born: __________

Ofrenda Description: ____________________________

List of items: ____________________________________

☐ I will need a table to be provided
☐ I will apply to be reimbursed up to $50 for materials if the funds are available and I acknowledge that I will need to provide receipts to receive a reimbursement.
☐ I have read and understood the requirements/restrictions:

______________________________________________
Signature

______________________________________________
Date