

# MCAD Printshop's Mobile Printing Unit Proposal

Name: \_\_\_\_\_ Department, Class or Club Name \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

- The MPU needs to be reserved at least two weeks in advance of the event.
- The MCAD department, or faculty, staff, or individual that is requesting the MPU for the event is in charge of hiring the staff for the event.
- If you have any special needs or requests for the MPU, please set up a meeting with the Director of the Printmaking and Paper Studios at least four weeks in advance by emailing [printmakingstudio@mcad.edu](mailto:printmakingstudio@mcad.edu).
- Here are the roles needed to make the MPU a success.
  - A **Point Person**: Hires staff, arranges payroll and HR, signs timecards, requests budget transfers for supplies between departments, etc. The point person communicates with the event organizer, pays the fee for the event. **Name/Email** \_\_\_\_\_
  - A **Project Lead/Main Organizer**: Meets with the staff, trains staff, prepares supplies, communicates to the staff about where/when they should be, reminds them about the event, writes a follow up report with the Teaching Artist. **Name/Email** \_\_\_\_\_
  - **Teaching Artist**: Helps prep materials and supplies, burns screens, cleans screens, puts supplies away, writes a follow up report with the **Project Lead**. **Name/Email** \_\_\_\_\_
  - **Students/Alumni/Cleanup Crew**: to work at the event and Cleanup Crew. At the end of the event, the MPU is taken back to M01. At the end of a long event, instead of having the people who were printing all day do the clean up, it is recommended that other staff be hired to clean up.

<b>Department/Club/Class Name:</b>	
<b>Date of the Event and location:</b>	
<b>Description of project:</b>	

I (print name) \_\_\_\_\_ fully understand my access privileges and responsibilities and have a valid fee statement on file. I hereby agree to accept full responsibility for any loss of damage to the Mobile Printing Unit. If anything is lost, stolen, or damaged (returned in a condition other than the condition which I received it) I will replace the item or pay for any repairs or clean up necessary.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Staff Use Only:**

- YES    NO    Yes, but Conditional      Date Review: \_\_\_\_\_ Signature \_\_\_\_\_
- Date Added to Access list for M01 \_\_\_\_\_
- Date the MPU was checked in advance for the event \_\_\_\_\_