

MCAD Printshop & Paper Studio Jerome/McKnight proposal for Summer use

Congratulations on being awarded a Jerome or McKnight Fellowship! As part of your award, you are able to use The MCAD Printshop and Paper Studio after submitting certain documents so MCAD staff can know more about your project and how to best help and guide you during your Fellowship. This document will outline some of the important information you need to know regarding what to expect and how to go about getting access to the Printshop or Paper Studio.

The Printshop and Paper Studio will be open for use by Jerome and McKnight fellowship artists on a limited, proposal basis. The access period for Summer 2025 runs from June 2 to August 1.

Please fill out this Intake form and turn it into the Printshop & Paper Studio Director. After that a meeting will be set up to discuss the intake form in person or online. On the Intake Form, please be as specific as possible about what you intend to do, including all processes, equipment, tools and timelines. Then the Fellow will fill out a Personal Proposal form for access each semester. Approval is subject to Printshop staff discretion.

Please note:

- **Printshop & Paper Studio shop summer hours are 9AM-5PM, Monday-Friday.**
- **Printshop & Paper Studio staff will not support learning of new processes.**
- **Certain tools and shop spaces may be unavailable depending on maintenance.**
- **Close toed shoes are required.**
- **A Personal Proposal form needs to be completed each semester for access.**
- **Lockers and flat files will be cleaned out after classes end, unless the fellow puts the next semester tag on their flat file or locker.**
- **Wear gloves when handling solvents, chemicals, and for cleaning up.**
- **We will be closed over the semester breaks (August before classes start, December January after classes end, and May after classes end) and on campus holidays.**

MCAD Printshop & Paper Studio Jerome and McKnight Fellow Intake Form

1. What is your name and email address and are you a Jerome or McKnight Fellow?
2. What do you want to do in the Printshop or Paper Studio? Please be as detailed as possible with your proposal form, including materials, size, etc and if your access is for the Printshop or the Paper Studio.
3. What equipment, tools and processes will you need?
4. What is your timeline? When would you like to start, and how long will you need? Keep in mind open hours are 9AM-5PM Monday through Friday.
5. What kind of materials will you be bringing in? Keep in mind, storage space is limited and each Fellow is entitled to a flat file and a locker (Printshop only for lockers).

6. Do you have any special requests?

7. Do you have anything else you'd like us to know or do you have any questions or comments that would be helpful for us to know regarding your work you intend to do?

8. What are the dates of your award?

- **Email your completed proposal form to printmakingstudio@mcad.edu. Feel free to email us with any additional questions.**