**3D Shop Proposal for Jerome and McKnight Fellows Use**

We need to make a plan with you to use the 3D shop and tools so that we can make space for you to use the facilities. To start this conversation, you will need to fill out this form explaining what you’d like to do, what tools you’ll need, and to establish a timeline. Proposals must be formatted for self-directed usage. No new processes or learning targets will be supported by shop staff. Please answer the following questions and we will email you to make a plan from there. As always, if you have any questions or concerns, reach out to us by stopping by the shop or emailing [3dshop@mcad.edu](mailto:3dshop@mcad.edu).

\*Please note that we will need some turn-around time to process your proposal and make a plan with you. The more time you give us the better. Please fill out your proposal *at least* a week in advance of when you hope to use the shop.

* The CNC and foundry will not be available for Jerome and McKnight Fellows use.
* 3D Printing and Laser Cutting will be in a service bureau format. Shop staff are not responsible for software training. Shop staff reserve the right to deny files if they are not properly formatted. Please see our [website](https://intranet.mcad.edu/resources/digital-lab-information) for proper formatting.
* Other tools, processes and spaces may not be available at certain times to accommodate classes in session. Degree seeking students have priority on shop resources.
* Access is only for Jerome and McKnight fellows. Outside fabricators will not be allowed use of the space or equipment.

\**Return your proposal by emailing it to* [*3Dshop@mcad.edu*](mailto:3Dshop@mcad.edu)

\*Open access shop time is:

Monday – Friday 8 am – 1 pm

Monday – Thursday 6 pm – 9 pm

Saturday and Sunday 12 pm – 5 pm

\* During 1-6 pm, Monday – Friday, classes are in session and Jerome and McKnight fellows will be asked to leave.

1. What is your name and email address?
2. What do you want to do in the shop? Please be as detailed as possible.
3. What tools and processes will you need?
4. What does your timeline look like? When do you hope to start? How long will you need? Keep in mind shop open access hours.
5. What kind of materials are you bringing in and will they need to be stored in the shop for the duration of your work? Please keep in mind, we don’t have much storage space here, so you’ll need to take your project and materials with you when you’re done.

\*As always, you’ll need to wear shop appropriate clothing while using the shop! This means safety glasses and closed toed shoes always. Natural fiber (cotton, canvas, denim) Long sleeves and pants are required in the metals end. Further information on safety and shop etiquette can be found on our [webpage](https://intranet.mcad.edu/department/3-d-shop).