

**1. Who can use the Mobile Print Unit (MPU) for an MCAD event? Where is it stored? How do I check it out?**

For 2019-20, the Print, Paper, Book Faculty, Admissions, students and faculty in the Teaching Artist Minor, and Institutional Advancement can check out the MPU. This academic year is a pilot on MPU use by these departments in order to create policies and processes on its use. The MPU is stored in M01 in the Morrison Building. To check it out, please email Diana Eicher, [deicher@mcad.edu](mailto:deicher@mcad.edu).

**2. Who works the best for organizing the staff who are working for the event? Who is in charge of hiring staff? Is it the Printshop?**

No, it's not the Printshop: 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.

Here are the roles needed to make the MPU a success.

1. A **Point Person** from the department requesting the MPU who determines who will work at the event, hires staff, and makes arrangements with payroll and HR, sends out pay information paperwork to students, gets time cards made up, signs them, and gets them turned in on time, requests budget transfers for supplies between departments, etc. The point person communicates with the event and pays the fee for the event, shares information with the mcad staff about the event details, including a map or parking, shares event contact information with the MCAD staff.
2. A **Project Lead/Main Organizer** for the event is critical. For example, this person figures out a time and a day for meeting with the staff hired, trains the staff for the project, gets the supplies ready, communicates to the staff about where/when they should be, reminds them about the event, writes a follow up report, etc.
3. A **Teaching Artist** who knows the Printshop: helps prep ink and supplies, burns screens, cleans screens, puts supplies away, helps write a follow up report, etc. The **Project Lead/Main Organizer** and the **Teaching Artist** met for 2 hours the Friday before the event to stock the MPU and this was needed for the event to be successful.
4. **Students/Alumni** to work at the event. For the Whittier Eat Street Fest, four students/alumni were hired and all of them were needed in order to take breaks, get supplies, clean up, during the event.

**3. What kinds of printmaking processes are supported by the MPU? How do we figure out what kind of project we want to do with the MPU?**

The MPU has already been used a screenprinting workshop, but techniques it could be used for are bookmaking, monoprinting, and woodcut. A small press will be purchased which will allow for more techniques to be used with the MPU in the future. Users are advised to think about the design, and the audience will produce an artifact to take with them, or if it's more about the experience and process of printmaking. Use these questions to decide the quantity of prints so users are not left with Potential users are invited to discuss their project idea with the Printshop Director in order to figure out the quantity and scope of prints that will be produced.

**4. What supplies and materials are included with the MPU? What is not included?**

The Printshop has four screens that are 18 x 20 inches (meshed at 195), rope and clothespins for hanging prints to dry, and a folding table. Other supplies can be checked out from the Printshop such as squeegees, rags, etc. Consumables like paper, tape, acetate, fabric, ink need to be purchased for the specific event.

**5. How do I figure out who to hire for staffing the MPU?**

The Printshop maintains a list of students/alumni who are available to staff the MPU. Please ask Diana Eicher, Printshop and Paper Studio Director for the list.

**6. What do I do after using the MPU?**

Return the MPU to M01. Clean the screens and return them to the Printshop Director, and return any supplies borrowed from the Printshop. Also, please complete a brief survey about the event; the survey will ask about who was reached during the event, questions on MPU use and suggestions for improving the MPU, etc. This feedback will help MCAD formulate the MPU use guidelines.

**7. Who maintains the MPU? How far can we take it to use for an event?**

The Director of the Printshop and Paper Studios is maintaining the MPU. The MPU can be taken to events that are on campus and close by. For events that are further away, the MPU would need to be transported to and from the event.

**8. Do you have any other advice for someone who wants to use the MPU?**

It's an amazing resource--yet it needs coordination, follow up, and planning for the MPU to be used successfully.