

VISUAL ARTS STUDIO AND SHOPS ACCESS REQUEST FORM

The following facilities may be available to students pursuing contract work within the visual and environmental arts:

Printmaking Studio - Limited contracts available. Contact Michelle Pope for more info. 360-867-5031

Ceramics Studio – Staff Instructional Technician: [Bruce Thompson](#), 360-867-6052

Wood and/or Metal Shops – Staff Instructional Technician: [Don Jensen](#), 360-867-6228

Contract Studio – Visual Arts Operations Manager: [Michelle Pope](#), 360-867-5031

Critique and/or Presentation Space – Visual Arts Operations Manager: [Michelle Pope](#), 360-867-5031

Students wishing to pursue work at an advanced level in any of these facilities must obtain approval from the staff technicians and arts operations manager in conjunction with a faculty sponsorship. ***A faculty sponsorship does not guarantee you access to any of the facilities.***

As soon as a faculty sponsorship is obtained, complete the access request form below and contact the staff technician listed next to the facility you wish to use. ***You must have previous experience in the facilities you wish to use.*** Be prepared to explain your project to the technician; be thoughtful and thorough in your description of the scope of the work you intend to complete within the timeframe indicated. ***Include sketches and materials list where applicable.***

Once you obtain signature approval from the staff technician, contact Michelle Pope, Visual Arts Operations Manager, to finalize your contract. ***Have this completed form and a copy of your final contract ready upon meeting.***

NAME (FIRST, LAST): _____ DATE: _____

EMAIL: _____ COORDINATOR/SPONSOR: _____

CREDIT HOURS: _____ QUARTER: _____ A#: _____

CLASS STANDING AT TIME OF REQUEST (CHECK ONE): SOPHOMORE JUNIOR SENIOR

FACILITIES REQUESTED; *Printmaking studio, *Ceramics studio, *Wood/Metal shops, contract studio space, critique room, lecture hall, etc. Include day/time where applicable:

BRIEF DESCRIPTION OF CONTRACT WORK:

LIST SPECIFIC PROCESSES/MATERIALS YOU WILL BE USING:

PERMANENT EQUIPMENT/QUANTITY NEEDED (EASEL, TABLE, ETC):

* SIGNATURE APPROVAL FROM STUDIO INSTRUCTIONAL TECHNICIANS (EMAIL APPROVAL SENT TO [MICHELLE POPE](#) IS SUFFICIENT):

WOOD/METAL SHOPS TECHNICIAN: _____ DATE: _____

CERAMICS TECHNICIAN: _____ DATE: _____

ANY QUESTIONS? CONTACT MICHELLE POPE VIA EMAIL, PHONE, OR IN PERSON AT LAB 1, 2020