Name: ___________________________________________
Phone Number: ___________________________________________
E-mail: ___________________________________________

Studio Reservations:
Which studio space(s) is/are best suited for your proposal?
   ____ Screenprinting area   ____ Central table   ____ The Annex

What additional equipment or facilities will you need access to? (Please check all that apply)
   ____ Conrad Press / Blick Press
   ____ Letterpresses
   ____ Risograph Machine
   ____ Art documentation stand / camera equipment
   ____ Bookbinding Materials
   ____ Darkroom
   ____ Guillotines
   ____ Papermaking
   ____ Other: ______________________________________

Preferred Workshop Duration: Please choose the duration of workshop you are proposing. The majority of workshops at Spudnik Press are 3 hours, however some workshops benefit from alternate schedules.
   ____ 3 hours   ____ 4 hours   ____ 5 hours

Title: ___________________________________________

Description: Include skills taught, example projects, and who will benefit from the workshop. This will only be used internally.
Learning Objectives: What goals will drive the content of the workshop? Clarifying goals will help create cohesion for students and better focus demonstrations, discussions, and feedback.
1. 
2. 

Key Project: Please include a detailed description of the project students will complete. Include all parameters like dimension and quantity and any restrictions or requirements like # of layers.

Syllabus: Please share a time line that includes activities like demos, group discussions, the sharing of examples or studio projects, as well as any terminology, skills or approaches that are introduced.