



morgan art of papermaking
conservatory & educational foundation

1754 East 47th Street
Cleveland, Ohio 44103
TEL 216.361.9255
www.morganconservatory.org

IN-PERSON WORKSHOP PROPOSAL Winter 2024

Please complete this form digitally and return via email to Workshop Manager R.E.Anderson at lysa@morganconservatory.org. Incomplete proposals will not be considered. The Winter Workshop Season will be running from January to April 2024. **Summer proposals are due July 31, 2023!**

Instructor Contact Information

Instructor Name(s):	
Mailing Address:	
Email Address:	Website:
Phone Number:	Instagram:
Facebook:	Additional Links:

Workshop Information

Workshop Title:
Maximum Workshop Size (Covid max 8) <i>Please keep in mind we have 3 Vandercooks:</i>
Workshop Description: <i>(Describe the processes and techniques that will be taught in the workshop as well as what can be expected as the final product from the workshop. This will be used to promote the workshop. 150 words max.)</i>
Suggested Reading <i>(optional):</i>
Three Images of work relevant to the workshop <i>(Please follow this link to submit. 300 dpi jpegs please):</i> https://docs.google.com/forms/d/e/1FAIpQLSe496T83Be4IWEk4QXbBsvQqdVu8SbsfAtkMwSdbIH3-Yk8ew/viawform?usp=sf_link

The Morgan Conservatory allows one qualified intern to assist with summer workshops. Would you like an assistant?

Scheduling

Ideal date(s) for your workshop is scheduled to run:

Number of days the workshop will run (typical day is 10-4):

Method of travel to Cleveland:

Estimated travel and housing expenses:

Equipment and Materials

A complete materials list is required before we can post your workshop online or print promotional materials. Please be as specific as possible, including quantities. If you request additional materials or supplies for your workshop after it is posted, it will be at our discretion to determine whether the cost will be covered by the Morgan or the instructor.

Equipment and materials **to be provided by the Morgan Conservatory** per student: (*This includes PVA, pulp [please specify type of fiber, beating time, and if it needs to be pigmented], paper, ink, etc.*)

Equipment and materials **to be provided by each student**: (*This includes supplies such as scissors, bone folders, drawings or text for prints, inclusions for paper, etc.*)

Equipment and materials **to be provided by the instructor**:

The cost of materials and supplies purchased by the instructor will be reimbursed at the end of the workshop(s). Please **save your receipts** and specify the total amount **OR** the amount per student you expect to spend on materials and supplies:

What preparations must be made prior to the workshop? This includes organization of space (tables, chairs, etc.) and preparation of materials (pulp, cutting paper for books, etc.). We will assist in any way possible, but must know in advance in order to be prepared.

Biographical Information

Please provide a short bio in paragraph form. It should be two-three sentences long. This will be used to promote your workshop. 100 words max.

If you have any questions, please feel free to contact Lysa at the Morgan at (216) 361-9255 or via email at <lysa@morganconservatory.org>. Thank you!