



WORKSHOP INFORMATION 2021

Please complete this form digitally and return via email to Tana Pierro at tanapierro@morganconservatory.org along with three photos to be used in promotion as samples of what students can expect to create in your workshop.

Instructor Contact Information

Instructor(s) Name(s):	
Mailing Address	
Phone Number(s):	
Email Address:	Website:

Workshop Information

Workshop Title:
Maximum Workshop Size:
Workshop Description: <i>(List processes and techniques that will be taught in the workshop as well as what can be expected as the final product from the workshop.)</i>
Suggested Reading <i>(optional)</i>
<p>Intern Assistants</p> <p>The Morgan Conservatory allows qualified interns to assist with summer workshops. If you would like assistance, please indicate the minimum number of interns you would need.</p> <p>Minimum:</p>

Scheduling

Date(s) when your workshop is scheduled to run:
Number of days the workshop will run:
Method of travel to Cleveland:
Estimated travel 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. 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.

Please remember to attach three photos when you submit this form via email.

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

Thank you!