



# **STUDIO ACCESSED USER GUIDE**

## **Printmaking Studio**

Updated 2025

### **DIRECTORY**

**General Information**

**Edwin T Pratt**

**Mission**

**Racial Equity**

**Land Acknowledgement**

**Strategic Plan**

**Emergency Procedures and Maps**

**Printmaking Studio Access Program/ Reserving and payment**

**Studio Use/ Conduct**

**PPE and Must Bring/Equipment List/Storage**

**Printmaking Resources**

**Volunteer Points Program**

**Edwin T. Pratt (1930-1969)**      <https://www.pratt.org/edwinpratt>

**Mission**      <https://www.pratt.org/mission>

As a nonprofit 501(c)3 organization, Pratt Fine Arts Center provides access to the transformative power of artistic expression through an inclusive community, culture of learning, and specially equipped studios.

**Racial Equity Statement**      <https://pratt.org/commitment-equity>

**Land Acknowledgement**      <https://pratt.org/landacknowledgement>

**Strategic Plan**      <https://www.pratt.org/strategic-plan>

## **Emergency Procedures**

[2024 Emergency Procedures.pdf](#)

[Yellow Building Map.png](#)

## **Studio Access Program**

[PRINT HOW to ACCESS the STUDIO 2026.docx](#)

### **Reservations**

- You must reserve sessions online and pay in advance through Pratt's website
- Reserving and paying for a time slot procedure  
[2025 Supersaas - Access User.pdf](#)  
You **MUST** check in at the front desk before every session

### **Cancellation Policy**

- If you need to cancel an access appointment notify Pratt's Front Desk (206) 328-2200 or [info@pratt.org](mailto:info@pratt.org) at least 48 hours in advance or your fee will be forfeited unless there are approved mitigating circumstances
- If you need to cancel a working session remove your reservation for the website

## **Use and Safety in the Print Studio:**

*Be considerate of those around you. Always clean up after yourself. Come prepared to work. Remember instructors using the studio are studio artists as well.*

## **When leaving the Printmaking Studio:**

- [2025 LAST ONE OUT of the Printmaking Studio.pdf](#)

## **Storage of your supplies:**

- Each regular accessed user can store supplies in one bin that will fit under the wooden tables (not on the floor)
- If you become a regular accessed user, you may request use of a flat file from the Studio Manager
- Up to 4 screens may be stored only in the outside Screen Storage Can
- You must take your prints off the drying racks as soon as they are dry to leave room for others

## **Code of Conduct:**

- [2025 Code of Conduct.pdf](#)

## **Report all accidents and incidents:**

- [2025 Accident-Incident Report Form \(Source Doc\).pdf](#)

## **Studio Equipment List**      [Printmaking Studio Equipment List.pdf](#)

## **Using Other Studios**

- Access is organized on a studio-by-studio basis. To use multiple studios at Pratt, Studios Artists must be accessed in each Studio check:
  - <https://www.pratt.org/access-info>

## **PPE (Personal Protective Equipment)**

You must Provide and Pratt Provides by Medium:

- [ETCHERS PPE and Must Bring lists.pdf](#)

- [SCREENPRINTERS PPE and Must Bring lists.pdf](#)
- [MONO and RELIEF PRINTERS PPE and Must bring list.pdf](#)

## **PRINTMAKING RESOURCES**

## [2025 PRINT SUPPLY RESOURCES](#)

## **PRATT POINTS VOLUNTEER PROGRAM**

### [2025 Pratt Points Program Description for Participants](#)

Contact Kamla Kakaria 2D Studio Manager if you are interested

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