

New Member Tour Script

Welcome Area

- **Greet them**
 - Name
 - What they like to make/ station interested in
- **Just looking /touring? Or sign up for membership?**
 - Just looking: not as in-depth
 - Signing up: go in-depth, spend time on all the details
 - Sign visitors sheet with email/contact info
- **Membership**
 - \$65 monthly charge from the day you start (automatic charge)
 - Access to member-only Certification Classes
 - discounts on classes
 - member-only events/socials
 - an invitation to participate in the direction of Spark through member meetings and leadership positions.
- **Show them your badge**
 - access 7 days a week from 6 am to 10 pm
 - we encourage you to wear your badge. It creates a welcoming atmosphere
- **Trust**
 - “With great power comes great responsibility” Spark trusts that all of its makers are responsible adults that are **community-minded, safe, and follow the policies/trainings of the community.**
 - Security- **make sure the door is locked behind you.**
- **Event Board**
 - Physical calendar-what is happening in the spaces for the next two weeks
 - Classes and events take priority- schedule making around them
 - For a detailed calendar - Google cal on the homepage of the website
 - Google Calendar is our master Calendar (it is on the homepage of our website)
 - Point out the QR code in the right-hand corner (links to GCal)
- **Member Board**
 - Point out

Hallway

- **Bathrooms:**
 - location of both single-stall bathrooms.
 - Point out Spark’s larger accessible bathroom.
- **Workshop colors:**
 - Point out color coating of workshops
 - This also correlates to labels, tools, “give back” bins in each color
 - each workshop has 1-4 leads
 - Explain what “Leads” are
- **Lights**

- Turn on the lights when you enter each space, and turn off the lights when you leave.
- **Always leave the middle light in the hallway outside the smaller bathroom on.**

Print Shop (Green)

- Point out lights
- Spark's de facto Art Space/Main focus is printmaking.
- **Introduction Video to Printshop on lives on Member Only Page**
- **Screen printing**
 - What it is (create t-shirt designs, art prints, posters, etc).
 - Set up specifically for the photographic process.
 - To screen print at Spark, you are required to have (recent) previous experience in the photographic process of screen printing,
 - If not we provide Members-only certification class once a month
- **Certification:**
 - ***Explain certification classes:***
 - Member-only
 - Focus on training on tool/equipment/process **NOT PROJECT-BASED**
 - Focus on preparing members for independent workshop use
 - Greatly reduced in price thanks to the Palmer Foundation
 - Cost Example: Screen Printing \$15
 - Every one of our 5 workshops has different certification classes.
 - Certifications are offered regularly/monthly.
 - Members are notified frequently through- Email and on the Members Only Page.
 - Member Only Page provides extra support resource videos on Workstation Pages.
- **Forgoing Certification**
 - Must have: (**recent**) previous experience with a tool or process that requires certification
 - Contact a lead to get checked out and to go over Spark's rules and processes and forgo the certification class free of charge.
- **Member Only Open Shop- Printshop**
 - 1st and 3rd Mondays 6:30-8 pm
 - Listed
 - Board in Welcome Area
 - Google Calendar
 - Not a Class
 - For anything requiring personal attention must email printmaking@sparkmakerspace.org ahead of time
- **General Arts**
 - Still use the workshop to draw, paint, and do general arts
 - show general use of art tools and supplies
 - **Never bring in caustic, combustible, or gaseous materials**
 - Questions, please contact the lead/leads of that specific workshop.

- Always give special priority to the printmaking process; the large clamp print table, the exposure table, and the small dark room are all specific for printmaking.
- **Introduction Video to Print Shop on Member Only Page**
 - As well as other helpful videos
- **Give Back Bin- Green**
 - Explain one in each workshop
 - Point out what is a “consumable” Inks, paper, etc.
 - specific or large quantities - purchase your own.

Woodshop (Blue)

- **Entry/General**
 - Requires an orientation for entry.
 - Most dangerous workshop, safety
 - Put on our safety glasses
 - Explain we must:
 - Safety Glasses every time we enter
 - Do not startle
 - Do not disturb members on tool/machine/equipment
- **Orientation**
 - Email woodshop@sparkmakerspace.org.
 - After the orientation - access to the woodshop and its hand tool wall.
 - Time to ask questions- What you know, what you need a certification on
- ***Point out lights***
- **Tools Available**
 - Chop saw(compound miter saw), band saw, planer, jointer, large table saw, power hand tools, air tools, CNC.
 - Thank Stanley Tools for donating over 24k worth of Tools
 - **Prior experience-** checked out-please email the woodshop and schedule a time
 - Example- woodworker, with many years of experience
 - Spark does not want to limit your access by taking a class that you already have knowledge in.
 - Member reaches out to woodshop@sparkmakerspace.org to schedule an appointment on the tools they are competent in using safely and appropriately. For a more in-depth description of woodshop protocol, please follow the link to the woodshop - Workshop Resource Pages on the Members Only page of our website.
- **Member Only Open Shop**
 - Every other Thursday, 5:30-7:30 pm
 - Listed
 - Board outside Woodshop
 - Google Calendar
 - Not a Class

- For anything requiring personal attention must email woodshop@sparkmakerspace.org ahead of time
- **Give Back Bin- Blue**
 - Sand Paper, nails, screws, etc.
 - specific or large quantities - purchase your own.
- **Introduction Video Coming Soon**

Co-working/Computer Room

- *Point out lights*
- **Multi-use Media Computers.**
 - Both computers have Adobe suite
 - Premiere, Aftereffects, Photoshop, Lightroom, etc.
 - Shared computers- do not download or store personal projects or software
 - Wiped regularly
 - login information- listed on signs next to each.
- **Locker or cubby**
 - First come, first serve- As they are available
 - Put name on red tape
 - Just one per member- either or not both
- **Community Fridge**
 - Label contents
 - snacks and drinks
 - leave a dollar

Fiber Arts Studio (Orange)

- *Point out lights*
- beginner or a seasoned fiber welcome
- **Introduction Video to Fiber Arts Studio on Member Only Page**
 - As well as other helpful videos
- **Layout/Tools/Equipment**
 - Large table
 - for cutting/assembly/measurement
 - keep clean and free of debris or liquids
 - Pfaff sewing machines (with booklets)
 - Sergers
 - Industrial, commercial machine
- **Give Back Bin- Orange**
 - fabric, threads, yarn, quilting tools, etc.,
 - specific or large quantities - purchase your own.
- **Certifications**
 - Serger & sewing machine
 - Industrial machine- Must know the sewing machine basics first

- Previous experience
 - Email fiberarts@sparkmakerspace.org
 - Schedule Time
- **Public Classes**
 - Project Wall- examples from classes
- **Open Sew**
 - Every Monday night at 6 pm
 - Open to the public
 - social, sew together, share projects, and ideas
 - Not a Class
 - For anything requiring personal attention, must email fiberarts@sparkmakerspace.org ahead of time.

Stained Glass Studio (Yellow)

- *Point out lights*
- **Certification**
 - Required (prior recent experience email Val @ stainedglass@sparkmakerspace.org).
 - 4-hour intensive- focus on safety, policies, and procedures. Build a small sample piece while cutting, grinding, foiling, and soldering.
 - Learn the tools, workshop safety, and protocol.
- **Introduction Video to Stained Glass Studio on Member Only Page**
- **Public Classes**
 - Feathers, panels
 - Intermediate class- Stars
- **Give Back Bin- yellow**
 - Glass, solder, foil

Electronics and Technology Lab (Pink)

- ***Point out lights***
 - *Point out lights*
 - beginner or a seasoned fiber welcome
- **Introduction Video Coming Soon**
- **Layout/Tools/Equipment**
 - workbenches, soldering tools, 3D printer, testing equipment, spare components, and parts
 - Build robots and code Arduino or Python etc
- **Give Back Bin- Pink**
 - Solder, flux, tach bits and bobs, 3D printer filament, etc.,
- **Certification-**
 - Soldering station certification

- learning soldering safety and the basics of using our soldering irons, multimeters, oscilloscope, bench power supplies, and hot air guns.
- 3D printing certification (Coming Soon).
- **Public Classes**
 - from Arduino, Raspberry Pi, coding, 3D modeling & printing, Internet of things.
 - All things Tech
- **Note**
 - This is also a great space for working on your computer.
- **Electronics Night**
 - Every Thursday night but Thanksgiving at 6 pm
 - Open to the public
 - social, work on & share projects/ideas
 - Not a Class
 - If requesting individual attention must email electronics@sparkmakerspace.org ahead of time.

Any questions on anything about Spark or anything you saw on tour?

By the end of the tour, lead them to get their badge and membership paperwork filled out if they want membership.

Last Edit: 3/18/2023 -C. Moran