

USE OF THE WORKSHOPS AND PRINTING RULES

Rules intended for projects developed outside the classroom context or class projects without a compulsory teacher requirement.

RISOGRAPHY PRINTING

An assessment of the work intended to be printed in Risography is compulsory. Not all projects can be printed, and the following conditions must be fulfilled:

1

Publications intended to be printed at RISO must first be evaluated by our workshop manager Maria Clara Lima, who will check whether printing is justified.

2

Each publication must have a minimum of 15 copies printed.

3

Students must book printing at least one week in advance, and send the project specifications four days before the scheduled date (so that the budget can be calculated) via the specific link for workshop printing bookings on the DELLI website (WS BOOKING).

4

Payment must be made after printing and exclusively in cash.

5

Use of RISO will only be permitted when accompanied by the workshop manager Maria Clara Lima or a teacher (identified at the time of booking).

SCREEN PRINTING

1

Publications intended to be printed for Screen Printing must first be evaluated by our workshop manager Maria Clara Lima, who will check whether printing is justified.

2

Students must book printing at least one week in advance, and send the project specifications four days before the scheduled date (so that the budget can be calculated) via the specific link for workshop printing bookings on the DELLI website (WS BOOKING).

3

Payment must be made after printing and exclusively in cash.

4

Use of Screen Printing workshop will only be permitted when accompanied by the workshop manager Maria Clara Lima or a teacher (identified at the time of booking).

5

The maximum format allowed for printing is A2.

Our workshop manager Maria Clara Lima is available to answer any questions or make suggestions about the production of projects, either in person at DELLI Office or by e-mail (p7670@ulusofona.pt).