

How to make an appointment

The best way to make an appointment to use a laser cutter, vinyl cutter, or 3D printer is through the [SADR Bookings site](#).

<https://u.osu.edu/studiosforartanddesign/about/>




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STUDIOS FOR ART & DESIGN RESEARCH

THE OHIO STATE UNIVERSITY

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About

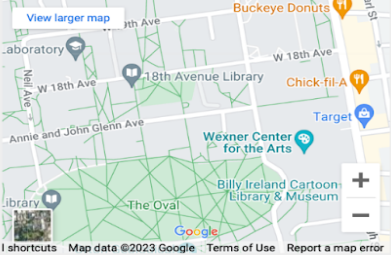


The Studios for Art & Design Research is located on the first floor of Hopkins Hall on The Ohio State University's main campus. We facilitate faculty and student research through digital and traditional fabrication tools and techniques.

Hours//

The SADR Spaces adhere to the [Ohio State University Academic Calendar](#):
Monday – Friday 8:00 a.m. – 5:00 p.m.
Extended Hours are based on staffing and vary semester to semester.
ALL SADR ACCESS APPOINTMENTS MUST BE SCHEDULED IN ADVANCE [HERE](#).

Location//



View larger map

laboratory

W 18th Ave

W 19th Ave

18th Avenue Library

Chick-fil-A

Target

Wexner Center for the Arts

Billy Ireland Cartoon Library & Museum

The Oval

library

Map data ©2023 Google Terms of Use Report a map error

Contact//

[Paul Tenwalde, SADR Woodshop Technician](#)
[Joshua Gagliardi, SADR Digital Fabrication Specialist](#)

You can click [“HERE”](#) to go to the BOOKINGS SITE.

You can also see the hours of the SADR, including the Woodshop, Metalshop, and Digital Fabrication Lab.

In addition, if you would like to contact [Joshua Gagliardi \(Digital Fabrication Shop Manager\)](#) or [Paul Tenwalde \(Woodshop Manager\)](#), you can click on the link to email them. Send them questions! Ask away

**The bookings site will look like this:
(pictured below).**

SADR Spaces

SELECT A SERVICE

<p>3D Printing - MUST CONSULT WITH STAFF</p> <p>Reserve 3D printing servi... Read more</p> <p>30 minutes</p>	<p>Vinyl Cutter - 30 Minutes</p> <p>Vinyl Cutter Only Read more</p> <p>30 minutes</p>
<p>Laser Cutter Hopkins 175: Individual Use (Extended Time)...</p> <p>***Longer Jobs that need... Read more</p> <p>1 hour</p>	<p>Laser Cutter Hopkins 175: Individual Use (Quick Cuts) -...</p> <p>***Quick jobs that need l... Read more</p> <p>30 minutes</p>
<p>Laser Cutter Orientation</p> <p>LC Safety Learn: Approved... Read more</p> <p>30 minutes</p>	<p>Woodshop + CNC: Consult with Technician</p> <p>Book time with our Wood... Read more</p> <p>1 hour</p>
<p>Woodshop + CNC: Individual Use</p> <p>Reserve space in the woo... Read more</p> <p>1 hour</p>	<p>Woodshop: Orientation</p> <p>Safety and use orientatio... Read more</p> <p>2 hours</p>

Show less services

Select a service to see available dates and times

SELECT STAFF (OPTIONAL)

Anyone

DATE

May 2023

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

TIME

Select a service and date to see available times.

ADD YOUR DETAILS

Name *

Name

Email *

Email

Address

Address

Phone number

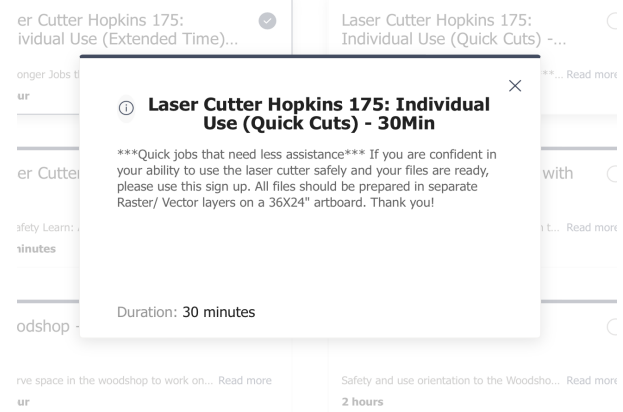
Add your phone number

Notes

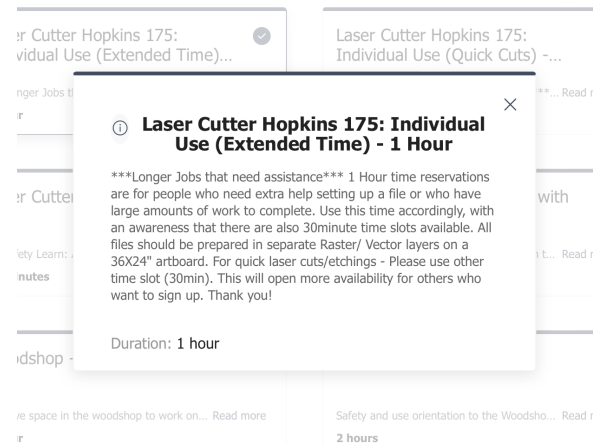
Add any special requests

Book

Each selection is intended for a specific purpose. For instance, “Laser Cutter Hopkins 175 Individual (Quick Cuts)” is meant for smaller jobs that you think will take less than 30 minutes.



For laser cutter related projects that could take up to an hour, you should select the “Laser Cutter Hopkins 175 Individual (Extended Time) 1 Hour”.



Choose the option that best fits the project you would like to work on. Ex. *vinyl cutting* for vinyl cutting, *3D printing* for 3D printing.

For laser cutting, vinyl cutting, and 3D printing, you will need to input specific information about the project you’re working on and about the class you’re taking. This information helps us better predict when busy periods occur and also creates room for accountability.

These questions are mandatory.



PROVIDE ADDITIONAL INFORMATION

If you are not able to attend your appointment, please cancel as soon as possible using the confirmation email sent when you book the appointment. Please confirm that you will do your best to communicate a cancellation. Appointments are subject to cancel

Add your answer here

Who is the teacher of the class you're using the laser cutter for? Appointments are subject to cancellation when required questions are not answered.

Add your answer here

What class name and number are you using the laser cutter for? Appointments are subject to cancellation when required questions are not answered.

Add your answer here

Book

Once you book an appointment:

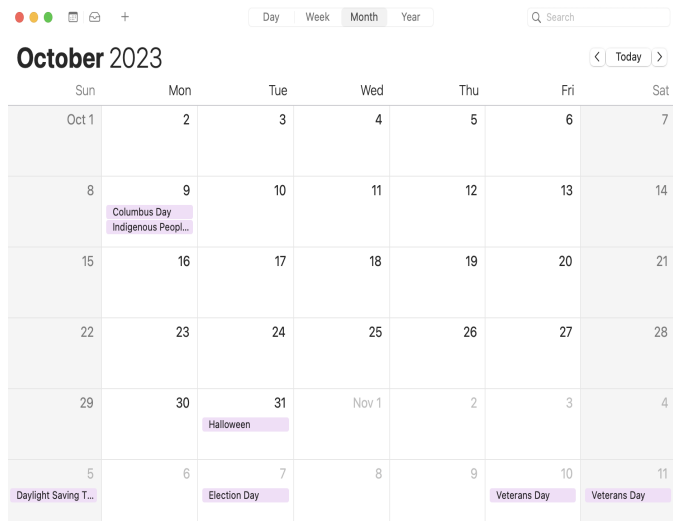
- You will receive a confirmation email with the details of your booking.
- In this email, you will also have an opportunity to cancel your appointment if you are not able to make it.
- In an effort to be considerate to others using this lab, ***please cancel your appointments as soon as you're aware you will not be using them.***
- This opens up the time window you booked to allow others to sign up.
 - We want to make sure we're doing everything we can to help you through this experience.
- If you miss more than three appointments, a letter will be sent to the teacher of the class your project is connected to, so that we may assist if necessary.
 - Communication goes a long way.

Tips

You will receive a reminder the day before your appointment letting you know you have an appointment the following day.

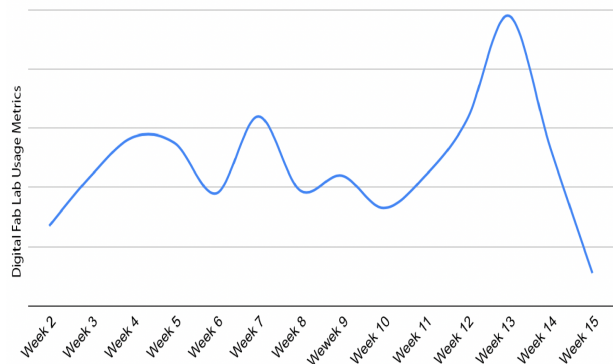
You will receive another reminder an hour before your appointment letting you know your timeslot is coming up.

It is HIGHLY RECOMMENDED that you input your appointment into your digital calendar with an alert set as a reminder. *It is best to do this directly after making the appointment to ensure follow through.*



Etiquette

When your appointment extends longer than anticipated, which happens quite frequently, we suggest coordinating with the person scheduled after you. A simple, respectful communication such as, "Apologies, but my job is not done. Do you have time to wait another few minutes?" can go a long way. Often, people are understanding and willing to be flexible, emphasizing the significance of effective communication.



The busiest weeks are generally, but not limited to weeks 3-7 and 12-14. This will, of course, vary from semester to semester.

However, please note that we cannot guarantee that you'll have the extra time you need. The next person on the schedule may also have a busy schedule. In such a scenario, we recommend logging out of the laser cutter computer to make space for their project. You can coordinate with the manager or tech on staff to explore open availability or visit the SADR Bookings website to check for alternative date/time options. To ensure ample space for your project, **it's advisable to book time at least two weeks in advance**. Always bear in mind that projects often take longer than expected, with unexpected issues that require troubleshooting or re-evaluation.

As a helpful strategy, consider scheduling an additional appointment later in the week that you can cancel if not needed. This approach provides a safety net and flexibility in managing your project's time requirements. With these considerations and proactive planning, you can make the most of our resources and enjoy a smoother creative process at our facility.