Welcome to The Studio of The Corning Museum of Glass!

We are pleased to have you join us at The Studio. This packet contains important information about The Studio and Museum campus, resources available to you during your class, safety rules, as well as helpful information about Corning and the surrounding area. Please let us know if you have any questions!

We have many terrific activities planned, including tours of the Museum's collection, lots of practice time and other special events. Our schedule has been altered to stay COVID safe and will continue to evolve as needed.

The Studio requires that all students, instructors, and teaching assistants participating in on-site winter classes must be fully vaccinated against COVID-19. Our staff will be wearing masks as required by the Museum. Masks are strongly encouraged and will be required for some programming. Our health and safety protocol is subject to change. Our health and safety page can be found here: [https://www.cmog.org/studio-safety](https://www.cmog.org/studio-safety) If we need to cancel a winter class, we will issue a full refund, minus the application fee. We recommend you make accommodations that are flexible.

Getting Here

The Studio is located across the parking lot of the Corning Museum of Glass, located at One Museum Way, Corning, NY. For a campus map, airport, bus, and parking information, check our visitor page here: [https://visit.cmog.org/plan-your-visit/getting-here](https://visit.cmog.org/plan-your-visit/getting-here). If you need transportation from the airport to your hotel, we recommend Uber, Lyft, or by making arrangements with Bill’s Taxi at 607-731-8801 at least 24 hours before you plan to arrive in Corning. Please mention that you are a studio student.

Class Orientation is at 8:30am on Monday morning in The Studio Lecture Room. We will not have Sunday Night Welcome Dinners for Winter 2022 classes.

Student Packets

If you are on our Room & Board Plan, your official welcome packet will be waiting for you at the hotel’s front desk. Students not on our room and board plan may pick up their packets in their classrooms on Monday morning. Your class schedule will be included in your student packet.

Glass Supplies

The Studio will supply glass and tools during your class, but if there are specific colors, tools, etc you would like to bring, please feel free.

Staff

We are here to help you to have an educational and enjoyable experience during your class. Please let us know if we may help you in any way. Prior to their arrival in Corning, the instructors have been thoroughly interviewed about equipment and material needs for their class. As this is not possible with the students,
we urge you to tell us early in your stay of any special needs or requests that may develop as you begin your study at The Studio. Please contact Sara Wolff at wolffsm@cmog.org or 607.438.5100 with any questions. Below is a list of Studio staff for your reference:

- Amy Schwartz is Director of The Studio.
- William Gudenrath is Resident Advisor.
- Sara Wolff is Student & Instructor Services Specialist.
- Harry Seaman is Senior Facility Manager.
- Jeremy Unterman is Facility Coordinator.
- Richard Whiteley is Senior Program Manager.
- Megan Mathie Jack is Program Coordinator.
- Stephen Brucker is Community Projects Manager.
- Lyman Babbitt is Community Projects Team Leader.

Room & Board Plan Information

If you have signed up for our Room & Board Plan, your stay at the Quality Inn lasts from the Sunday before your class until the next Sunday morning for a one-week class. You are responsible for phone calls, additional days, and any other charges incurred during your stay. Check out time is 11:00am. You must check out by 11:00am, or you will be charged for an extra day. Please see the hotel’s desk clerk for details.

Enclosed in your student packet are lunch and dinner cards. Breakfast will be at the Quality Inn. We will bring in lunch for you Monday and Saturday, so your lunch cards will be used Tuesday – Friday only at the Houghton Park Café (nicknamed the Butterfly Café). Dinner cards will be used Monday – Friday at participating local restaurants (a full list of participating restaurants is enclosed in your student packet). Please present your dinner cards before ordering as some restaurants provide special menus for our students. Dinner is not provided on the night your class ends. We encourage you to plan dinner with your classmates on the final evening of your session.

Although you may eat dinner at your convenience, we suggest eating at 5:30pm. This way you are sure to have fellow students as dinner company, and plenty of time in the evening for practice and special events.

If you have not opted for the Room & Board Plan, you may join the group for lunch for an additional fee. Please contact Sara Wolff in The Studio office for details at 607.438.5100 or email wolffsm@cmog.org.

Hours of Studio Operation

Classes will generally run from 9:00am – 4:00pm, however, your instructor may vary class times. The Studio will be open for practice time Monday through Friday evenings until 11:00pm. The Studio closes at 6:00 pm on Saturdays and is closed all day on Sundays. On the evenings that the furnace will be charged, the hot shop will close at 10:00pm. In addition to regular class time, there are special events scheduled. Please see the class schedule for details.
End of Classes

One-week classes end on Saturday at 4:00pm, two-week classes end on Friday at 4:00pm, and a complete shop clean-up will take place from 4:00 – 6:00pm. All students are expected to participate in the clean-up.

Museum Membership

Signing up for a course at The Studio brings the added advantage of a free one-year Museum membership if you are not already a member. Membership entitles you to free entry into the Museum, discounts in the Shops and museum mailings about upcoming events. You will receive your membership card in your student packet.

Visiting the Museum

There will be special guided tours of the Museum scheduled during your class session, but you are always welcome to visit the galleries on your own as well. The Museum is open from 9:00am – 5:00pm daily. You must show your Museum membership card for free entry.

Library Access

The Museum’s Rakow Research Library has an extensive collection of books, journals, images, and videos on the history of glass, glassmaking, and design. Winter hours are by appointment 10:00am – 4:00pm Monday – Thursday.

If you are researching a particular topic and would like to have materials prepared for you ahead of time, please call the Library at 607.438.5300, to let them know your needs. You may also explore the Library’s collections at http://rakow.cmog.org. The Library is located at the far end of the same building The Studio is located in.

Photography Room

Before you leave you may want to take images of the work you’ve created at The Studio in our designated photography room. There are specific dates and times listed on your class schedule when a photographer is available. Please sign up for the time you would like to use the facility. The photography room is located at the top of the stairs by artist-in-residence office, second room to the right.

Critiques

Critiques are available from some of our instructors and staff. If you are interested in having your work reviewed, please bring your digital images and/or portfolio, drawings, etc. You will be able to sign up for an in-depth session during your workshop.

Internet Access

The Studio has free Wi-Fi throughout the facility. There is also a computer available for you to check e-mail upstairs in the Artist-In-Residence workroom. This room is located at the top of the stairs across from our
Make Your Own Glass workshop area, first room on the right. The room is unavailable on Wednesdays and Fridays at lunchtime when the massage therapist is using it.

**Lockers**

Lockers are provided for you to store your personal belongings. Locks are available for a $5.00 (cash only) deposit. Please see Sara in The Studio office if you wish to rent a lock.

**Telephones and Messages**

If you must be reached during class hours, you may give out our telephone number (607.438.5100).

**Massage**

We are joined twice per week (on Wednesdays & Fridays at lunchtime) by PK Smith, a local massage therapist, who will give 20 minute chair massages for $15.00 dollars (cash only). Please sign up on the bulletin board for one of the three slots available each day. PK is willing to return to The Studio for additional massage time. Please speak directly with her to make arrangements.

**Shipping**

The Studio offers pre-paid shipping options to domestic destinations. Some restrictions apply. Please see the person at our lobby front desk for forms to arrange your shipping. We encourage you to leave practice pieces behind for us to sell during our Holiday Glass Sale. All proceeds from this annual sale help us raise money for scholarship and residency programs.

**Class Lists/Evaluations**

On the last day of class, we distribute to each student a name /e-mail list of all students attending the current session. If you do not want your name on the list or need to make any changes, please tell Sara early in the week.

We are always striving to improve our classes and facilities. We ask that you help us by taking the time to fill out an evaluation form, which will be provided. Please ask early in the session for any special equipment or material needs. We may have exactly what you want stored out of view.

**Rules and Safety**

At The Studio, your safety is our first priority. Below are some highlights of our rules and safety. A full list of rules and safety best practices for each workshop will be supplied in your student packet.

- Safety glasses **must** be worn when working with glass or assisting others.
- There is no smoking allowed anywhere in the building.
- The Studio is closed from 11:00pm – 8:00am.
- Alcohol and drugs are not permitted on Corning Museum of Glass property. Violation of this rule will result in expulsion from the program.
• A studio technician must certify you before you may use **each** piece of equipment in the cold shop.

• If you would like to experiment in another shop (i.e. try lampworking if you are in a blowing class), you must have prior permission from the instructor or the teaching assistant of that shop.

• Music is allowed only after 5:30pm at the discretion of your instructor.

• Visitors are not allowed in the classrooms. However, they may watch from the hallway through the viewing windows.

• We are not responsible for lost/stolen property.

• If a fire alarm sounds, please stop what you are doing and leave by the closest exit. We meet in the center of the parking lot in order to be away from the building and provide a clear path for emergency vehicles. Wait there for the message that we are cleared to re-enter the building.