

Volunteer Runbooks

Step-by-step guides for the volunteer roles that keep WMI running.

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Roles

Area Champions and committees.

Area Champions

What an Area Champion is

Each shop area at Waukesha Makerspace has an Area Champion: a volunteer member who looks after that part of the shop. The areas are:

- Wood Shop
- Metal Shop
- Digital Fabrication (3D printing, laser, CNC)
- Electronics Lab
- Fiber Arts (textiles, sewing, leatherworking)
- Flex Space (vehicle and bike work, plus the paint and spray booth)

Champions are volunteers, like everyone else who runs the space. The board sets direction and policy; champions are the people who know their area best day to day.

What Area Champions do

- **Keep the area's knowledge current.** Each area has its own book in this knowledge base with an Overview, Equipment SOPs and Maintenance chapters. The champion keeps the area overview accurate and makes sure each tool that needs one has an SOP page (see the **SOP Page Template** in the **Editor's Handbook**).
- **Be a first contact for check-offs.** Members get checked off on tools before using them, and check-offs are recorded in Journeyman (<https://journeyman.waukeshamakers.com>). If you are not sure who can check you off in an area, the champion is a good person to ask. See **Training and Certification: Becoming a Trainer or Check-off Volunteer**.
- **Approve donations for the area.** Donations of tools, equipment or materials must be approved by the area's champion (sometimes called the area coordinator) or by the board before they are delivered. Members should not drop off unapproved items.
- **Watch over equipment.** Keep an eye on tools that are tagged out of service, and help get them repaired. See **Shop Safety: Tagging a Tool Out of Service and Reporting It**.
- **Work with the Space Improvement Committee.** The committee coordinates improvement work and Barnraising work days; it works with Area Champions rather than replacing them. Champions are a good source of tasks for work days.

- **Share news at open houses.** Shop updates, new equipment and area improvements are part of every open house agenda. See **Hosting an Open House**.

Area projects the champions own

Some open items in the knowledge base wait on Area Champions:

- **Safety data sheets.** Collecting safety data sheets for the finishes, resins, solvents, gases and adhesives used in each area. See **Shop Safety: Chemical Safety and Safety Data Sheets**.
- **Spray booth SOP.** The Flex Space champion owns writing the paint and spray booth SOP.

Who the champions are

The current champion for each area is listed on that area's Overview page.

To be confirmed: the current Area Champion for each area, and how champions are chosen or appointed.

Becoming an Area Champion

If you know an area well and want to help look after it, talk to a board member or ask in #general on Discord.

To be confirmed: whether champions are appointed by the board and whether there is a term.

Committees and How to Join One

Why committees exist

Waukesha Makerspace is run entirely by volunteers. Beyond the Board of Directors, the space relies on volunteers and committees to support day-to-day operations, events and community outreach. Committees take on a defined piece of work, give the board feedback, help with programming and keep the facility accessible and well equipped.

Some committees are standing (they keep going year after year). Others are ad hoc: formed for one job, such as planning an event, and wound down when it is done.

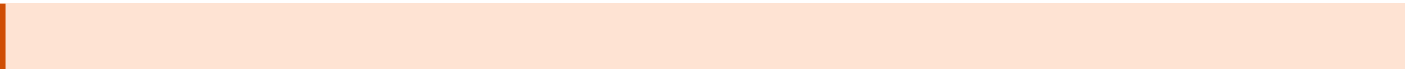
How a committee works

The board creates a committee and decides what it may and may not do. The Space Improvement Committee is a good example of how this works:

- The board appoints a **committee chair**.
- The chair recruits **committee members**, and the board confirms them.
- The committee works inside a **written scope**. It can plan and coordinate work, but spending money, structural changes and anything that changes member access or hours need board approval.
- The chair **reports to the board** regularly, and the board reviews the committee's work.
- Committee positions are appointments, not entitlements. The board can change or dissolve a committee.

The full description of each standing committee is in **Organization and Board: Committees**.

Current committees



To be confirmed: the list of active committees and how to contact each one. Committees named in 2026 board records include the Space Improvement Committee (Project Barnraising), the Membership Tier Planning Committee and the governance committee for board nominations (Project Groundswell).

How to join

1. **Find the committee.** Check **Organization and Board: Committees**, or listen for calls for help at the monthly open house (committee openings are a standing agenda item).
2. **Say you are interested.** Ask in #general on Discord or talk to a board member at the space.
3. **Talk with the chair.** The chair decides who joins, and the board confirms committee members.

You do not need to join a committee to help. Many jobs, such as leading orientations, giving tours at open houses, cleanups and Barnraising work days, are open to any member in good standing. See **Running a New Member Orientation** and **Hosting an Open House**.

Starting a new committee

If you think WMI needs a committee that does not exist, write it up as a board proposal. See **Organization and Board: Submitting a Board Proposal**.

Events

Orientations, open houses and event promotion.

Running a New Member Orientation

This is the run-of-show for volunteers who lead a new member orientation. It takes about an hour. New members can read what to expect on **New Member Guide: What to Expect at Orientation**.

To be confirmed: how orientations are scheduled, how a volunteer signs up to lead one, and what the leader needs to set up before new members arrive (paperwork, app access, key fobs).

Before you start

- Have blank copies of the **Participant Release Form** (the liability waiver) on hand. Every new member signs one before using the space.
- Know where the emergency exits, fire extinguishers and first aid kit are, so you can point them out on the tour. See **Shop Safety: Emergency Information**.
- If you can, have a second volunteer along to help with the tour and questions.

Run-of-show at a glance

Section	Time
1. Welcome, introductions and mission	5 min
2. History and what orientation covers	5 min
3. Facility tour and safety essentials	15 min
4. Space operations and community conduct	10 min
5. Membership, access and getting connected	10 min
6. Questions and wrap-up	5 min

1. Welcome, introductions and mission (5 min)

Go around the room. Each person shares:

- Their name and what they make or do.
- Why they joined, and what they are hoping to get out of the space.

Then share the mission:

- Make **tools, education and space accessible** to all.
- **Empower people** to learn, share and create.
- Foster a **kind and collaborative community**.

2. History and what orientation covers (5 min)

Give a short history: Waukesha Makerspace is a volunteer-run 501(c)(3) nonprofit, and it moved into its current home at 2111 S West Ave, Unit 58 in November 2024.

To be confirmed: the founding year. The orientation guide says 2012; the old wiki and the standard descriptions say 2019.

Then tell people what they will leave with:

- They know the **layout** and where the **safety equipment** is.
- They know the **expectations** for using the space and how to behave in it.
- They have signed the **liability waiver**.
- Their **access** (key fob or phone app) and **accounts** (Discord, the member portal on waukeshamakers.com) are set up.
- They know how to **get involved**: volunteering and sharing skills.

3. Facility tour and safety essentials (15 min)

The tour

Walk through each area and say a sentence about what happens there:

- Conference Room
- Electronics Lab
- 3D printing area
- Fiber Arts (sewing, textiles, leatherworking)
- Laser and CNC
- Wood Shop
- Metal Shop
- Flex Space (vehicle and bike work, and the paint and spray booth)
- Assembly area
- Storage areas
- Restroom

Emergencies

- Point out the **emergency exits**, both doors, and the **fire extinguishers**.
- Point out the **first aid kit**.
- In an emergency, **call 911**. **Evacuate** the building for fire, chemical spills or other hazardous conditions.

Tools and training

- **All corded tools require training before use.** Even experienced pros complete training first. Check-offs are recorded in Journeyman (<https://journeyman.waukeshamakers.com>). See **Training and Certification: How Certification Works**.
- **Hacker mindset:** members sometimes modify equipment beyond its factory state. Training covers how a tool here may differ from one people have used elsewhere. Always assume a tool has been altered and **inspect it before use**.
- **PPE is required.** See **Shop Safety: Personal Protective Equipment**.
- **Never use power tools while impaired:** after drinking alcohol, when drowsy, or otherwise not at your best.

Reporting and working alone

- **Security cameras** cover the space for safety and security. Footage is reviewed only when needed for security or an incident report.
- **Report accidents, injuries and near-misses** to info@waukeshamakers.com or by messaging a board member in #general on Discord. See **Shop Safety: Incident and Near-Miss Reporting**.
- **Working alone is allowed.** If you are doing something risky, let someone know you are there (post in #general) and ask someone to check in on you. See **Shop Safety: Working Alone**.

4. Space operations and community conduct (10 min)

Building security

- The building is **not open to the public**. Never leave doors unlocked or propped open.
- Respect quiet hours for the building's neighbors.

Prohibited activities

- No making guns or gun parts.
- No sleeping at the space.
- No illegal activity.
- Do not use the space's address for personal mail, shipments or forms without board approval.
- Do not block fire lanes, electrical panels, sprinkler heads or fire extinguishers.
- No guests under 18 in the shop, except during special events or with board approval. See **Shop Safety: Minors in the Shop**.
- Tools may not be taken offsite without prior board approval.
- Pets must be leashed or under full control.

Cleaning, storage and shared resources

- **Clean up after yourself.** Leave every area as good as, or better than, you found it.
- **Trash:** if a can is full, empty it. **Food waste must leave the building**, never sit in a can overnight, because it attracts pests.

- **Label everything** you leave at the space (tools, materials, projects) with your name and the date. Unlabeled items are treated as community property and may be used, moved or repurposed.
- Store things only in designated areas or carts, and keep walkways clear.
- **Put large projects on wheels** so others can move them. Carts need working wheels or casters.
- **Making things to sell:** use your own materials. Giving a share of sales back to the space is appreciated but optional.

Donations

Donations of tools, equipment or materials **must be approved by the Area Champion or the board before delivery**. Do not drop off unapproved items. See **Area Champions**.

Culture

- **Speak up for safety.** If you see something unsafe, say something, kindly.
- **Be patient and respectful.** Many people in makerspaces are neurodivergent; personalities can clash even when intentions are good. Assume good intent and communicate clearly.
- **Everyone is learning.** No judgment.
- **Take initiative.** If something needs doing, do it.
- **Guests** may tour the space but **may not use any equipment** under any circumstances. See **New Member Guide: Guests, Family Members and Pets**.

5. Membership, access and getting connected (10 min)

Membership and dues

Explain the current membership options and what each one includes. Do not quote prices from memory; current rates are on <https://waukeshamakers.com>.

To be confirmed: the current wording for the introductory period for new members, how app access is activated, and when key fobs are issued. Membership rates change on 2027-01-01.

Show new members the **member profile** on waukeshamakers.com, where they can:

- Pay dues or make a donation.
- Turn automatic renewal on or off.
- Update contact information.
- Change membership tier.

Paying online in the profile is preferred. There is a **7-day grace period** before access is paused for non-payment. For help with billing, access or the profile, email info@waukeshamakers.com.

Explain **why dues matter**: they pay the rent and keep the lights on, keep the tools repaired and maintained, and make sure the space is still here for years to come.

Getting connected

- **Discord** is the main place for help, updates and conversation. Ask everyone to introduce themselves in #general.
- The **Members Directory** on waukeshamakers.com (login required) lets members find and message each other.
- **This knowledge base** (<https://docs.waukeshamakers.com>) has tool SOPs, safety information, shop rules and how-tos.
- **Get involved.** The community works when people help: leading orientations, cleanups, Barnraising work days, open houses and teaching. Everyone has a skill to share. See **Committees and How to Join One**.

6. Questions and wrap-up (5 min)

- Open the floor for questions.
- Make sure everyone has **signed the liability waiver**.
- Have everyone **test their access** (fob or app) before they leave.
- Close with: this is your space too. Be kind, be curious, be safe, and leave it better than you found it.

If there is time, ask whether anyone already knows an area well and would like to be checked off on it.

Hosting an Open House

What an open house is

The open house is WMI's monthly community gathering and member meeting. It is free and open to everyone: members, guests and people who are just curious. It is not a governance meeting and nobody takes minutes. The goals are to:

- Welcome members, guests and newcomers.
- Share shop updates and improvements.
- Announce upcoming events.
- Highlight volunteer opportunities.
- Build community.

Open houses rotate between days of the week, so they do not always fall on the same day. Check the events calendar on <https://waukeshamakers.com> for the next date and time.

Format

- **About 30 to 45 minutes** of updates and announcements, run by a facilitator from an agenda.
- **Then social time and tours** until the event ends: tours for guests, project show-and-tell, and time to meet board members, committee leads and volunteers.

Visitors tour, talk and look around. **Open houses do not include equipment demos or hands-on activities for visitors.** Guests may not use any equipment.

Preparing the agenda

1. **Gather updates** from board members, Area Champions, the events calendar on waukeshamakers.com, recent Discord announcements, and the previous month's agenda (for follow-ups).
2. **Write the agenda** 3 to 5 days before the open house, using the standard sections below.
3. **Share it with the board** for review before finalizing.

4. **Print copies** for the meeting and have a digital copy available.

To get the word out, see **Promoting an Event**.

Standard agenda

1. Member shout-outs (3 to 5 min)

Start by celebrating the community. Ask whether anyone has a thank-you or shout-out for another member: help, collaboration, going above and beyond. Have one or two ready in case nobody speaks up.

2. Welcome and introductions (5 to 6 min)

- Welcome everyone: members, guests and newcomers.
- Describe the space in a sentence or two: Waukesha Makerspace is a **nonprofit, fully volunteer-run community workshop** where people learn, create and share skills, with equipment for woodworking, metalworking, 3D printing, electronics, leatherworking, fiber arts and more. Members get shared tools, community knowledge, and the chance to teach and learn.
- Explain how the evening works: updates first, then open discussion, tours and social time. The meeting is casual; people can raise a hand or chime in during open-floor moments.
- Ask who is here for the first time. With a small group, do a quick round of names; with a big one, give a warm welcome and invite newcomers to ask for a tour afterward.
- Introduce the board members and volunteers in the room, and point out who can give tours, answer membership questions and answer tool questions.
- Optional icebreaker question (see the bank below).

3. Board and committee updates (5 to 6 min)

Board announcements, committees forming or reporting, and calls for involvement.

4. Shop updates and projects (8 to 10 min)

- New equipment and installations.
- Area improvements (Wood Shop, Metal Shop, Electronics Lab, Fiber Arts, Flex Space and so on).
- Ongoing projects that need volunteers.
- Recent donations, and thanks to the donors.

5. Events and activities (8 to 10 min)

Upcoming events with dates and times: classes and workshops, recurring social nights, seasonal events, special events. Remind people to register.

6. Volunteer opportunities (6 to 7 min)

- Specific needs around the shop.
- Committee openings.
- Orientation volunteers.
- **Teach a skill.** Read this callout every month: "We're always looking for members to lead short sessions, 30 to 60 minutes, on anything: table saw use, welding, 3D printing, fiber arts, or other skills. You don't need to be an expert, just willing to share what you know." See **Classes and Instructors**.

7. Community news and member updates (5 min)

Quick announcements, then open the floor for members to share project updates, ideas and community news.

8. Looking ahead (2 min)

The next open house date and any big milestones coming up.

9. Social time and tours (until the end)

- Tours for guests and prospective members.
- Project show-and-tell.
- Meet board members, committee leads and volunteers.

Icebreaker question bank

Use one per meeting:

- If you had to build a robot sidekick, what would you name it and why?
- What's the last thing you made that you're proud of?
- What tool or skill would you most like to learn this year?
- If you could add any equipment to the shop, what would it be?
- What's your favorite thing about the makerspace?
- What project are you currently procrastinating on?
- If you could teach a class here, what would it be about?

Tips for the facilitator

- Keep the meeting part short, about 40 minutes at most, so there is plenty of time for tours and social time.
- Ask members to stick around and help with tours. An active shop, with members working on projects, makes a much better impression than an empty one.

Promoting an Event

How to get the word out about any WMI event: an open house, a class, a work day or a public event. One person can do all of it. For the words to use, start from **Standard Descriptions and Boilerplate**; for colors, fonts and the logo, see **Brand Guidelines**.

To be confirmed: who holds the logins for the WMI Facebook Page, Instagram, Nextdoor, Canva, Eventbrite and Google Business Profile accounts, and who to ask for access. Ask admin@waukeshamakers.com in the meantime.

Where to post

Where	What	Who it reaches
Facebook (WMI Page and a Facebook Event)	Event, feed posts, Stories	Local community, friends of members
Instagram	Feed post, Stories	Younger audience, visual discovery
Nextdoor (WMI business page)	Post	Waukesha-area neighbors
Discord #general	Message	Current members
Wild Apricot	Email to members	Current members (volunteer help, inviting friends)
Community calendars	Event listing	People actively looking for something to do

Post from the WMI Page or business account, never from your personal profile.

Timeline

When	What
2 weeks before	Create the Facebook Event and submit the event to the community calendars (below).

When	What
About 1 week before	Make the graphics. Post the first announcement on Facebook, Instagram, Nextdoor and Discord. Send the member email.
A few days before	Post a second round with a different angle.
Day before or day of	Post short reminders on Facebook and Instagram Stories.
Day after	Post a recap with photos and the date of the next event.

Step 1: Make the graphics in Canva

The WMI Canva account has the brand kit set up, and saved templates for recurring events. Duplicate the template, never edit the original.

1. Find the event's template in the team designs and make a copy.
2. Update the date and time. Check the logo, the address and any "Free" wording.
3. Download as PNG.

Make two sizes:

- **Square, 1080 x 1080:** the main graphic for Facebook, Instagram and Nextdoor posts.
- **Facebook Event cover, 1920 x 1005.**

If there is no template for this kind of event, start from the brand kit so the fonts and colors match.

Step 2: Create the Facebook Event

1. On the WMI Facebook Page, go to **Events** and choose **Create Event, In Person**.
2. Fill in the name, date and time, the address (2111 S West Ave, Unit 58, Waukesha, WI 53189), a description, the cover image and a category such as Community or Workshop.
3. Set tickets to Free (if it is free) and visibility to Public.
4. Share it on the Page, and ask members to click **Going** or **Interested**, which pushes it to their friends' feeds.

A description that works for most events:

[Event name] at Waukesha Makerspace

[Two or three sentences: what happens and who it is for.]

Free. Open to everyone. No experience needed.

[Day, date | time]

2111 S West Ave, Unit 58, Waukesha, WI 53189

waukeshamakers.com

Only describe what will really happen. **Open houses are tours and conversation only: no equipment demos or hands-on activities for visitors.** Do not promise "try it yourself" unless the event is a class or workshop designed for that.

Step 3: First announcement

- **Facebook Page:** post the square graphic with a short caption: what it is, when, where, and the event link. Then post in the Facebook Event too.
- **Instagram feed post:** same graphic and caption, plus a few hashtags (#waukeshamakerspace #makerspace #waukesha #waukeshawi). Instagram captions are not clickable, so update the link in the WMI bio to point at the event page and say "Link in bio".
- **Instagram Story:** the graphic with a Link sticker to the event page.
- **Nextdoor:** post from the business page with the graphic, the address and the link.
- **Discord #general:** tell members about the event, ask them to invite friends, and ask for help on the day if the event needs it.

Step 4: Member email (Wild Apricot)

Send an email to active members from Wild Apricot admin (**Emails, New Email**). Use it to ask for help (giving tours, answering questions, or simply being in the shop working on a project) and to ask members to share the event link with friends. Keep the ask small: "Even 30 minutes makes a difference. You don't need to sign up, just show up."

Step 5: Second round

A few days later, post again on Facebook and Instagram with a **different angle**. Most people did not see the first post. Pick one:

- **Spotlight the space:** one interesting piece of equipment or one area of the shop.
- **Speak to the curious:** "Been curious about Waukesha Makerspace? This is your chance to walk through the shop and see if it's a fit."
- **Use a real photo** of the shop or members working, instead of the graphic.

On Nextdoor, only post again if the first post has dropped out of sight, and never twice on the same day.

Step 6: Reminders and recap

- **Day of** (late morning to mid-afternoon): an Instagram Story with "Tonight!" and the link, and a short text post on the Facebook Page.
- **During the event:** take photos of people touring, talking and working, so you have material for the recap and the next promotion.
- **Day after:** post one to three of the best photos on Facebook and Instagram with a thank-you and the date of the next event.

Community calendars

Many sites list local events for free. People who browse them are looking for something to do, so a listing can bring in visitors who have never heard of WMI. Submit about **two weeks before** the event.

Calendar	Notes
Facebook Events	Most important, because members share it.
Eventbrite	Free for free events. Listings show up in web searches for local events. Create the event, add a free "General Admission" ticket, publish.
Patch.com (Waukesha)	Add the event on the Waukesha Patch calendar, category Community or Education.
GMToday.com / Waukesha Freeman	Look for the community calendar or "Submit Event" form. If there is none, email the event to the editorial desk with the subject "Community Event Submission: [Event Name] [Date]".
City of Waukesha calendar (waukesha-wi.gov)	Look for "Community Calendar" or "Submit an Event". Low traffic, but adds legitimacy.
Lake Country Family Fun	Family-friendly events only.

Calendar	Notes
Google Business Profile	In the WMI business profile, Add update, Event . The event then shows on the WMI Google Maps listing.
Meetup.com	Optional. Running a WMI group costs money; instead, ask organizers of existing local maker, DIY or tech groups if you can share the event with them.

Every listing needs the event name, date and time, address, a short description, a photo and a link to the event page on waukeshamakers.com.

Tips for better listings

- **Always include a photo.** Listings with images get far more clicks.
- **Say "Free"** prominently if it is free.
- **Include parking information.**
- **Keep it scannable:** short paragraphs and bullets.
- **Give it a name people want to click.** A themed name ("Holiday Gift-Making Open House", "Make Something Saturday") draws more interest than a plain title.

Brand and Messaging

How we describe WMI and how it should look.

Brand Guidelines

Use these whenever you make something with the Waukesha Makerspace name on it: flyers, social posts, signs, slides, merchandise.

For apps and websites, the colors, fonts and dark-mode palette come from the `@waukeshamakerspace/design-tokens` package. That package is the source of truth for anything in code; the tables below are for print and design tools like Canva.

Logo

- **What it looks like:** a black gear with a hammer, screwdriver and saw blade. "WAUKESHA" curves across the top and "MAKERSPACE" runs across the center.
- **How to use it:** black on white for print, 3D prints and merchandise. It can be inverted (white on a dark background).
- **Where to find it:** the Logos and Letterhead folder in the WMI shared Google Drive has the logo files, letterhead and banners.

Tagline

Where Makers Come Together

Colors

Role	Name	Hex	Use for
Primary	Burnt Orange	#E8600A	Call-to-action buttons, headlines, highlights
Secondary	Charcoal	#2B2B2B	Body text, dark backgrounds
Accent	Golden Yellow	#F5A623	Accents, icons, secondary highlights

Role	Name	Hex	Use for
Light	Warm White	#F7F3EE	Backgrounds, light sections
Logo	Black	#000000	Logo only
Logo	White	#FFFFFF	Logo background, inverted logo

Dark mode

For screens shown in dark mode:

Role	Hex	Notes
Primary (dark)	#FF7A2E	Burnt Orange brightened for contrast on dark backgrounds
Primary hover (dark)	#FF9050	
Background (dark)	#161616	Page background
Background, raised (dark)	#2A2A2A	Cards and pop-ups (#232323 for subtle bands)
Text (dark)	#F7F3EE	Warm White reused as text

The core brand colors do not change in dark mode, and Golden Yellow reads fine on dark backgrounds as is. The full palette (borders, muted text, status colors) lives in the design-tokens package.

Fonts

Use	Font	Bold	Italic	Size
Title	Oswald	Yes	No	48
Subtitle	Oswald	No	No	32
Heading	Oswald	Yes	No	28
Subheading	Oswald	No	No	22
Section header	Oswald	Yes	No	18
Body	Open Sans	No	No	16
Quote	Open Sans	No	Yes	18
Caption	Open Sans	No	No	12

Rule of thumb: Oswald for headlines, Open Sans for anything people need to read.

Canva brand kit

All of the above is set up as the brand kit in WMI's Canva nonprofit account (admin@waukeshamakers.com). If you need access to make event graphics, ask admin@waukeshamakers.com. See **Promoting an Event**.

Standard Descriptions and Boilerplate

Copy and paste these wherever you need a bio, summary or "about" section. Pick the length that fits the platform. Using the same words everywhere keeps WMI's description consistent; if a detail changes, update this page first and then update the platforms.

Tagline

For logo lockups, business cards, social media bios, email headers and flyers.

Where Makers Come Together

Short description (about 25 words)

For social media bios, directory listings, the Google Business Profile short description and business cards.

“ Waukesha Makerspace is a nonprofit community workshop offering 24/7 access to woodworking, metalworking, 3D printing, laser cutting, electronics, and more. Open to everyone.

Medium description (about 75 words)

For event listings, Nextdoor, Eventbrite, community calendars, email signatures and flyer copy.

“ Waukesha Makerspace is a 501(c)(3) nonprofit community workshop in Waukesha, WI. Members get 24/7 access to a 2,400 sq ft shop equipped with woodworking tools, welders, 3D printers, laser cutters, CNC router, electronics stations, and more. We offer classes, workshops, and a welcoming community of makers at every skill level. Visit a free monthly open house to tour the space and see what we're all about.

Long description (about 175 words)

For website pages, grant applications, press releases, the Facebook Page "About" section and the media kit.

“ Waukesha Makerspace is a 501(c)(3) nonprofit community workshop dedicated to providing affordable access to tools, technology, and education. Located in Waukesha, WI, our 2,400 square foot shop is equipped with professional-grade tools across woodworking, metalworking and welding, 3D printing, laser cutting and engraving, CNC machining, electronics, textiles, leatherworking, and more.

Founded in 2019, we serve a growing community of [number] active members: hobbyists, artists, entrepreneurs, students, and retirees who come together to learn, create, and collaborate. We offer hands-on classes ranging from Fusion 360 CAD modeling to introductory welding, plus social events like fiber arts nights and board game gatherings.

Membership includes 24/7 shop access, free and discounted classes, and a supportive community of fellow makers. No experience necessary. Beginners are always welcome.

We host free monthly open houses where anyone can tour the space, meet members, and see the equipment in action. Visit waukeshamakers.com for upcoming events.

To be confirmed: the founding year. These descriptions and the old wiki say 2019; the 2026 new member orientation guide says 2012.

Keeping these current

- **Member count:** fill in the current number of active members before you use the long description. Ask the board if you are not sure of it.
- **Square footage:** update it here if the space changes.
- **Never add prices.** Membership rates change; link to <https://waukeshamakers.com> instead.