



GETTING READY FOR A CLAY WORKSHOP 2019-2020

PLEASE FORWARD THIS DOCUMENT TO ALL PARTICIPATING TEACHERS

We come to you! Our workshops are 60-90 minutes in duration. The instructor will arrive 15-20 minutes prior to the start of the first scheduled workshop to check in at the office and set up. The instructor will offer a short pottery wheel demonstration and interactive discussion about the properties of clay, and will take your students STEP-BY-STEP through the project you have requested. At the end of the workshop, all projects will be taken out of the school for drying and firing (and glazing, if requested) and will be delivered back to the school within 21 days (whenever possible). All materials (except paper towel), instruction, firing and delivery are included in the cost of the workshop.

To get ready for our visit:

- Our materials are very heavy. A parking space in the school lot is REQUIRED to load materials in and out of the school.
- Whenever possible, the workshop should be scheduled on the main floor of the school, in a room with a sink. Ideally, all classes should take place in the same room.
- When possible, please arrange desks in 'pods' - 4 or 5 per group, either desks or tables. Make sure the space is clear of books, water and other materials.
- Please have a low table or desk for the instructor near an electrical outlet for the pottery wheel demonstration. If space permits, a seating area in front of the demonstration table is appreciated as it allows the instructor to pull the students forward.
- Nametags for the students are always appreciated.
- Please have paper towels available.
- The ideal adult to student ratio is 1:5, although we understand this is not always possible. It is highly recommended for Preschool, Kindergarten and Grade One.

Please advise our office if any of the above poses an issue for your school.

Thank you for booking!

**We look forward to working with your
students.**