



**GETTING READY FOR A  
POTTERY WHEEL  
WORKSHOP  
2019-2020**

**PLEASE FORWARD THIS DOCUMENT TO ALL PARTICIPATING  
TEACHERS**

We come to you! The pottery wheel add-on is an opportunity for students to work on the wheel! This portion of the workshop coincides with your clay building or fused glass workshop. Each student will spend approximately 10 minutes working on one of our five portable pottery wheels. An additional instructor is provided to facilitate the pottery wheel experience. The pottery wheel 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 work with 1-5 students at a time depending on the number of participants. At the end of the workshop all projects will be taken out of the school for firing and glazing, 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.
- Nametags for the students are always appreciated.
- The pottery wheel add-on workshops can be scheduled in the same room as the clay building or fused glass workshop, or in a separate space. A room with a sink or access to water is necessary. It is ideal to be in the same room for the duration of all workshops.
- Please have 1-2 low tables near an electrical outlet for wheel work, no chairs. There may be a small amount of water spillage. For this reason, a space over flooring as opposed to carpeting is preferred.
- Please have paper towels available.

**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.**