



PREPARING YOUR CLASSROOM FOR A CLAY WORKSHOP

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 (time permitting) and offer an interactive discussion about the properties of clay. Your students will be taken 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. When possible, all classes should take place in the same room. Desks or tables in 'pods' with 4 or 5 per group allows for the sharing of materials. The space should be clear of books, water and other materials. We do realize that some of these requests are not always possible. Please let our office know as we are happy to discuss alternate room set-ups and/or schedule time for movement between classrooms.
- 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.
- Name tags for the students are 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.

PLEASE FORWARD THIS DOCUMENT TO ALL PARTICIPATING TEACHERS

Thank you for booking!