



## **PREPARING YOUR CLASSROOM FOR A FUSED GLASS WORKSHOP**

We come to you! Our workshops are 45 - 60 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 discuss the properties of glass and fusing, 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 fusing 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.
- All glass workshops should be scheduled in the same room, on the main floor of the school. Please arrange desks in 'pods' - 4 or 5 per group, either desks or tables. This allows for the sharing of materials. Make sure the space is clear of books, water and other materials.
- Please have a table or desk for the instructor. If space permits, a seating area in front of the demonstration table is appreciated as it allows the instructor to pull the students forward.
- The use of a document camera/smartboard is helpful, although not necessary.
- Name tags for the students are always appreciated.
- Please have paper towels available.
- 2-3 parent volunteers are requested for Preschool, Kindergarten and Grade One. Parent volunteers for Grades Two and up are welcome, but not required.
- Please plan for the custodian to come sweep the class room after our departure to ensure all glass has been picked up.
- We will clean our demonstration area.

**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!