



WSPR Pottery Studio

Open Studio Time and Drop-in Pottery Information

In preparation for your first session, please review the information noted below and the two attached documents to get an idea of what your studio time will entail:

Arrival

- The pottery studio is located at 2805 Carlow Road, Langford BC.
- You will enter the pottery studio via the exterior door (the far-left door from the main entrance to Centennial Centre).
- Access to the studio will begin at the time you signed up for. The volunteer will open the door at this time. Please do not try to access the studio earlier as the volunteer is setting up.

During your Open Studio Time Session

- Clean equipment and surfaces after use including table surfaces, stools, shelving, and shared equipment such as pottery wheels, ware boards, molds, water buckets and tools.
- Please bring your own equipment (sponges (*including a large cleaning sponge for wiping down surfaces*), aprons, tools, specific supplies, etc.).
- You will be assigned a cubby for use during your registered Open Studio Time or Drop In Pottery session. Once your session ends, you must clear out your cubby on or before your last day (unless you are registered in the next session). Please ensure all your personal items, such as tools, clay, etc are kept in your designated cubby and not left on counters or vacant cubbies.
- Please adhere to the signage in the studio for where to put your items in progress, to be bisque fired and to be glaze fired. Items not on designated shelving may be disposed of.
- Please do not leave any items in the communal area or storage room or donate any items to the studio without prior approval from Esther Drone or Lisa Lehive.
- Clay can be purchased online (at explore.wspr.ca) or by calling reception at 250-478-8384 or by visiting our reception desk in person at the main JDF site. Printed or digital receipts can be used to retrieve your clay – please show this proof of purchase to a volunteer prior to picking out your clay.
- Please do not move wheels or tables.

Finishing up & Leaving the Studio

- Please leave enough time prior the end of your session to clean your workstation, shared tools and equipment, and put all items away. Please ensure you leave the studio on time.

OTHER IMPORTANT INFORMATION:

- If you are new to the pottery studio, a studio orientation is mandatory prior to using the pottery studio. If you have not completed a studio orientation as outlined in the questionnaire when you registered, then you cannot attend the first session and must sign up for one online or by calling reception at 250-478-8384.
- During your first session, please orient yourself to the new studio. A volunteer will be there to greet you and guide you. Please ensure you read all the studio information emailed to you and available online. If you have any specific studio questions, please contact Lisa Lehive at llehive@wspr.ca.
- Just a reminder that our studio is volunteer run, please be patient and considerate of others and our volunteers.