

# 2021 Special Events Approval and Guidelines

## Approval for New Participants

**Students at the Glen Echo Pottery who are not members of the Gallery are invited, with Jeff's approval, to participate in the Special Events sales each year. To be eligible:**

- You must be enrolled in, or plan to enroll in, 4 classes in 2021.
- You must be pre-qualified by Jeff Kirk prior to the special event. Once you are pre-qualified, you are eligible for the Labor Day event sale, plus future Special Events. If you were pre-qualified in previous years, then you are still eligible.
- The Saturday (or Sunday, if there is a rain date) of Labor Day Weekend sale is open to both gallery and pre-approved non-gallery members.

**For approval, please ask Jeff to review your work:**

**Potter's name** \_\_\_\_\_

**Jeff's approval (signature)** \_\_\_\_\_

**Approval Date** \_\_\_\_\_

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## 2021 Potter Agreement

**For non-gallery members, this form must be filled out, signed, and returned to Hope Walker to be eligible for 2021 Special Events. Give it to Hope directly or leave it on her shelf on the lower level of the wheel yurt, on the not-sink side, immediately after receiving Jeff's approval.**

**Your signature indicates agreement to abide by the Special Events Guidelines below. Place this signed page in the Special Events envelope on the shelf in the wheel yurt, and save the guidelines for yourself.**

**Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email address** \_\_\_\_\_

**Preferred phone number** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## **Special Events Guidelines**

### **Sign-Up and Participation**

Sign up sheets will either be posted in the wheel yurt or as a Google Sheet. All efforts will be made to accommodate your wishes for shift times, but please be flexible as it may become necessary to change assignments as we get closer to the event. Please write clearly to provide your e-mail address and cell phone number on the sign-up sheet so that you can receive important updates.

Non-gallery members must work one shift per day for each day of the event that you will have pots displayed. When you are working your shift, you are representing all the potters and all the pots. You are not there to sell your own inventory. You represent the entire Pottery. Be kind, be gentle, and have fun!

Event co-chairs or their designees will supervise all of the people who are working each shift. They are there to provide guidance, answer questions, assign people to inside or outside posts, schedule breaks, etc. Ask them for help as needed

### **Pots: Number, Quality & Preparation**

- Pots may be made and fired outside of the Park for special events only. If pieces are made outside of Glen Echo Pottery, then Jeff must jury the line of work.
- Check your pots for quality: no cracks, flaws or seconds are allowed. You are representing yourself as well as Glen Echo Pottery. Also no fragile items.
- A maximum of 20 pots per potter may be displayed at the beginning of each day for special events. Depending on the number of people participating, size of pots, and the number of tables available, it is possible that all 20 pieces will not be displayed at one time but will be rotated in. No additional restocking may be done during the day. Space on the outdoor tables will be shared equitably among participants.
- No work priced below \$10 may be sold.
- Non-ceramic attachments that are an integrated feature of the decoration and/or function of the pot are allowed (e.g., shells or beads woven into the pot, reed handles, cork stoppers). Extraneous materials added to embellish pottery pieces are not allowed (e.g., flowers, utensils, written instructions, etc.)
- Pieces must be labeled and priced at home to make set up more efficient. Use tan 3/4 inch masking tape for the labels and affix them to the pot where they're readily visible. Labels should include price in dollars (no cents, and with \$ sign) centered on top, and below that your small inventory number (if desired, no # sign) and last name. The labels should be no longer than 1 inch (use an abbreviation of your name if necessary) and cut neatly. Fold over a corner or edge of the label for easy removal. Prices as marked on the pots are firm. No haggling is allowed during the sale.

### **Pot Delivery**

Pots will not be put out on tables until all tables are set up, so help set up tables if you are waiting. Bring your pots to outside the Gallery, unpack them and place them on the outdoor tables at the start of the morning shift. You are encouraged to do this yourself, but if you are not available at that time, you may arrange for a friend to do it for you.

### **Pot Pick Up**

- Participants must repack and remove pots promptly at the end of the designated end time of the event.
- Everyone picking up pots is required to stay and help with the clean up.

### **Weather**

In case of inclement weather, the special event may be postponed to the next day, canceled, or may close early.

**Contact Hope Walker (hopewalk04@hotmail.com) with any questions you may have.**