



Arrowsmith Potters' Guild

www.arrowsmithpottersguild.bc.ca

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Studio Procedures

Studio Members have access to the Studio during Shop Open Hours, unless a class is in session. Check the class schedule posted on the outside studio door. Studio Members may apply for a key and security code for Studio access after hours, after being members in good standing for 3 months (attend 3 meetings, volunteer job list, etc.) and when keys are available. A key deposit is required.

- Please sign in and out in the studio book.
- Please plan to bring your own tools.
- Usually, only Cone 6 clay is fired in our studio kilns.
- Remove pots from bats and return them to their proper place ASAP. Keep them available.
- Be aware that there is no drain under the studio sink. Remember to empty the bucket regularly.
- Clean your bats well with a damp sponge or plastic scraper. To prevent warping, do not submerge or soak them in water.
- Please leave tools, wheels, extruder and slab roller clean.
- Leave your work area clean. Prevent dust build up.
- Use only the boards and canvases provided for Red Clay. Rinse sponges well if used for red clay.
- The Reclaim Bin is for small scrap clay. Make sure no foreign objects end up in there.
- You are responsible for covering your pots, labelling them with your name/chopmark and moving them to the appropriate shelf. Be mindful of keeping shelf space for other members.
- Remember to be respectful of other members' work.
- Move ware to the "To Be Bisqued" shelf when they are bone dry.
- Place glazed pots on the "To Be Glaze Fired" shelf when ready for glaze firing.
- Make sure there is no glaze on the bottoms of your pots.
- Make sure you weigh and pay for your firing or kiln rental fees in the Shop.
- Left over/unclaimed work and materials will be disposed of each year on December 31st.