**Artisan Village Booth Instructions**

**(8/23-9/2/2024)**

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| **Need Help?****Lisa Joyce - 503-409-3971** **Luke Chicquaye – 541-990-5741** | **Sue Karnosh – 503-999-5330** **Pam Baldwin – 503-510-6505** |

**RAKU GLAZE AREA—Volunteer Duties**

**Morning Glaze Area Setup:**

* Stir and refill glazes: glaze and stir ladles are under the cashier table; fill water
* Place chairs and stools; add hand sanitizer to tables when available
* Check to see that signs are visible

**Glazing Table Set-up**:

* + Check glaze containers and fill as needed and stir all of the glazes
	+ Put 2 sets of glazes on each table **(SET=4 glaze colors)**
	+ Put 2 jars of brushes on each table + 2 bucket for dirty brushes
	+ Put 2 buckets of water and sponges on each table (collect big buckets of water)
	+ Display pot samples

**Carts:**

* + Position the carts for good visibility; put signs on the carts
	+ Remove plastic coverings and place clips in the box under the short table
	+ Re-stock the pots on carts. Merchandise can be hauled in a wagon from the studio. Retrieve & replace the tall pots for the top rack if needed

**Instructions to patrons:**

* Look at sample pots for colors
* Wash out the brush when you change colors
* No paint on the bottom! Wipe the bottom of the pot carefully with a sponge
* See instructions on glaze containers for number of coats; colors can overlap
* Where you leave it blank, it will be black
* Put the paper slip with the pot on the rack marked ***Raku Drop-Off*** at the Raku firing station or leave here for us to transport which may take a little longer.
* Pick-up is about 2-3 hours. Ask the raku workers when to pick up
* Be sure to have your receipt at pickup. Check white receipt if yellow receipt lost
* **Pots must be picked up by 8:00 pm or any other fair day. Studio pick-ups after the fair from September 5;** call to confirm hours open

**Ongoing Duties as needed:**

* Wipe tables with sanitizer wipes (store wipes away from patrons for safety)
* You may need to transport pots to the firing shed
* Restock Pots: if not priced, check the cart, box, or ask Lisa Joyce, or Pam Baldwin.

**Closing Instructions:**

* Cover pot racks with long plastic sheets stored under the table—use clamps to hold them securely on cart.
* Hang up the tent side if needed (rain)/or when instructed by Lisa
* Glaze Tables: Clean all the brushes, buckets and sponges.
* Remove tall pots from the cart & store under a table if they need to be moved – morning shift will replace

**OPTIONAL: only if able**

Occasionally, the cashier line backs up with patrons needing to purchase water. You may assist cashiers by collecting cash for the water and informing the cashier to ring up as water.

Also, cashiers could use assistance when multiple families come at once. If you are not fully occupied yourself, you could assist by handing out raku slips to customers and instructing them to fill out their name and phone number. The glaze person can also help by writing the pot description and number from the bottom of the pot on the raku slip. Explain that the slip needs to remain with the pot throughout the process.

**Thank you so much for volunteering!!**