

# Workshop Guidelines & Preparation 21Mar26

## Important New Guideline

Each artist is responsible for setting up and taking down their own table. Assistance will be available if needed. This greatly supports the Workshop Coordinator, as setting up and dismantling all tables alone is a significant task.

## Workspace Preparation

### Workspace Protection

Please bring appropriate coverings to protect your workspace.

- A plastic or wipe-able tablecloth for your table is required.
- A floor covering is strongly recommended, especially if you are using a stand-up easel.

Keeping the space clean helps ensure we can continue to use the venue for future workshops.

### Art Supplies

Bring your own paint supplies, easel (if required), brushes, palette, and any reference materials you plan to use.

- An **Art Supply List** will be attached if specific materials are required for the class.
- Please check the list carefully. Most paint colours can be substituted with ones you already own.
- Bring only the items listed as required to avoid clutter and limited workspace.

### Personal Setup

- Bring paper towels or rags for clean-up.
- A garbage bag for your personal waste is helpful.
- If you use mediums or solvents, ensure they are in sealed, clearly labeled containers
- **Rainy Weather** If the weather is wet, please bring indoor shoes to help keep the workspace clean.

### Paint & Water Disposal

Do not pour paint or paint water down the sink.

A designated paint water disposal bucket will be provided.

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## Food & Beverages

### Lunch and Snacks

For workshops lasting longer than four hours, participants are encouraged to bring their own lunch, snacks, and beverages. Food is not provided on-site.

Please clean up your area after eating and keep food away from artwork and shared spaces.

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## **General Guidelines**

### **1. Punctuality**

Arrive on time and begin setting up your work area immediately. This ensures everyone can make the most of the session.

### **2. Demonstrations**

If a demonstration is in progress when you arrive, quietly find your seat and focus on the demo. You may complete your setup afterward.

### **3. Workspace Management**

Keep your supplies within your designated area. Once you have set up, store large bags, carriers, and extra equipment out of the way to maintain clear walkways and a safe environment.

### **4. Respect for Instructor & Peers**

When the instructor is speaking or demonstrating, please give your full attention. This supports both your own growth and a respectful learning atmosphere for others.

### **5. Engagement & Participation**

Ask questions, share your work, and participate fully. Active engagement enhances learning for everyone.

### **6. Confidence in Practice**

Do not compare yourself to others. Every artist is at a different stage of their journey. Focus on your own growth and progress.

### **7. Embrace the Learning Process**

Not every piece will meet your expectations — and that's okay. Every painting teaches you something valuable. Mistakes are part of growth. Learn from them, laugh when needed, and keep moving forward.

### **8. Clean-Up Responsibility**

Leave your workspace as clean as (or cleaner than) you found it. Allow adequate time at the end of class for proper clean-up.