

New Potters

Important! Plan to be available Wednesday through Sunday (9:00 p.m.) the week before the Potters Market!

Wednesday and Thursday: all day set up

Thursday: stock your shelves and areas.

Thursday night through Sunday night: work at the show. You will get a schedule. Take a picture of your schedule with your phone so you will always have it, and/or have a paper copy of your schedule with you.

Plan to bring one or more **dishes of food to share** in the kitchen.

Suggested items to bring with you each day: small purse to wear, chapstick and hand lotion (building can be very dry), water bottle, phone (turned on), extra price tags printed with departments and your name and \$ but no price, your work schedule and a pen. You can bring a sweater. Wear comfortable shoes!

"To Do" Ahead of Time:

Get **Baskets** for bulk items, jewelry or ornaments. Label baskets with your **name**.

Order **Business cards**.

Make price tags.

Sand/clean the bottoms of your items so they are very smooth.

Get **Plate Stands/Plate Racks**- label all with your name. If your item comes with a stand, add that to your price tag, "Price includes stand". If your items do not come with stands, put tags on your stands/racks that say "NOT FOR SALE- This stand belongs to ____". Plate stands can be wire, wood, or clear acrylic. They can be purchased online, from craft stores or from the Dollar Tree.

Get **Lights** that can be attached with velcro to the tops of main floor shelves to add light to your items. Bring extra batteries! Remember to remove the lights Sunday night!

Take **photos** of your items for advertising and the Potters Market website.

Make an **inventory list** of your items.

Add your **name** to all of your items and belongings.

Share Potters Market **postcards** with your friends and family. Share **free passes** for Thursday night!

Share Potters Market ads and Face Book posts on ***your* Face Book page!**

Item Suggestions:

If items are in a set, tape them together with packaging tape, raffia, etc. Put "Set" on the price tag.

Include items to show what your piece is used for- for example, toothpicks in a toothpick holder, cheap ring on a ring holder, etc.

Label your items, for example, "Ring Holder", "Spoon Rest", "Apple Baker, etc. INCLUDE RECIPES, when possible, if item will be used for cooking/baking. List other uses for items- "dish for soap, rings, business cards".

Consider having a "table seller". Have an item that is easy to make and glaze so you can sell it for a very affordable price. \$25 is an average item that is popular at the market.

"To Do" List for Mentors

1. Call your potter for first personal contact.
2. Email them to connect by internet.
3. Answer questions regularly.
4. Show examples of baskets you use for selling your items at the market.
5. Help them price a few items. Explain how you price yours.
6. Meet with them at meetings and at the opening set up for the Potters Market.
7. Have them shadow you at the set up, if possible.
8. Suggest they look at the Potters Market website to see set up, etc.
9. Explain the different jobs they will be doing at the Potters Market.