



# FAQ

## Workshop Registration

### How do I register for a workshop?

Email:

- First name
- Last name
- Phone number
- Preferred email address
- Mailing address

Email: [adam@adamfieldpottery.com](mailto:adam@adamfieldpottery.com)



### What if I don't have easy access to a computer or have an email address?

Not a problem. You may call to register at (720) 244-5243.

### Will I receive information about the workshop?

Yes. Immediately following completion of workshop registration, you will be emailed a receipt and a confirmation letter with detailed information about the workshop schedule and about traveling to Helena so you can make preparations. You will also receive a reminder email a month before your workshop that will include detailed information about what you will want to bring.

## Payment and Costs

### How do I pay for a workshop?

Payment in full is due at time of registration.

All major credit cards are accepted and can be paid via PayPal electronic invoice.

### Is there a lab fee?

There is not a separate lab fee. The entire cost of the workshop is included in the workshop price listed.

### Will there be extra costs beyond the workshop price?

No, not to participate in the workshop. Your workshop price covers tuition and materials that are essential to the workshop topic. 50 pounds of clay will be provided, additional clay will need to be purchased by students wanting more clay. Students are asked to bring basic tools and will be provided with a list of any extra tools they may want to bring for the workshop.

Additional costs outside of the workshop will include travel, transportation, housing accommodations, food and any tools or materials purchased for personal use beyond what has been provided for the workshop to take home after the workshop. The Archie Bray Clay Business is right down the road and offers a large selection of tools for purchase. For more information, go online at [archiebrayclay.com](http://archiebrayclay.com) or call the Clay Business 800/443-6434 or 406/442-2521. To ensure that your desired items are in-stock, you may put in an order ahead of the workshop.

## **Cancellation and Refunds**

### **I have to cancel my registration. Am I eligible for a refund?**

If notification of a cancellation is made 60 days or more before the first scheduled day of the workshop, registrants will receive a full refund less a \$250 cancellation and processing fee. Cancellations 59 days or less before the first scheduled day of the workshop will not be eligible for a refund. Hosting and organizing requires me to invest considerably into planning for workshops. Cancellations are often difficult to fill. Cancellation fees help to offset these vacancies. If unforeseen circumstances cause Adam Field Pottery to cancel a workshop, workshop registrants will receive a full refund or be given the option to attend another workshop. Although it is extremely rare for a workshop to be cancelled, registrants are urged to make flexible travel arrangements (e.g. refundable airline tickets or trip insurance). Adam Field Pottery is not responsible for any losses on non-refundable travel arrangements.

## **Accommodations and Transportation**

### **Are there rooms available at Adam Field Pottery?**

No, not for this event.

### **Where do workshop students stay during their workshop?**

Common recommendations include Oddfellow Inn & Farm, Best Western Premier Helena Great Northern Hotel, and Airbnb or VRBO locations. For more information about hotels in Helena, visit [HelenaMT.com](http://HelenaMT.com).

The Oddfellow Inn & Farm, a nearby bed and breakfast, is a great option. For any questions regarding your stay, please contact them directly.

#### **Oddfellow Inn & Farm**

**2245 Head Lane**

**406-578-1305 | [paul@mt.farm](mailto:paul@mt.farm)**

### **Your stay at the Oddfellow Inn & Farm will include a continental breakfast including house made pastries and farm fresh eggs. Kitchen and laundry**

facilities are also available for guests. Box lunches will be available to workshop participants to purchase with future notice. Smoking and pets are not permitted at the Mountain Meadow Inn. Common areas within the house are co-ed including shared bathrooms. Housing is available on a first-come, first-serve basis. The earlier you make your housing request, the better chance of receiving your preferred choice.

**Can I bring my dog?**

Regrettably, Adam Field Pottery does not allow workshop participants to bring their dogs to workshops. Please leave your pets at home during your workshop. We apologize for any inconvenience and appreciate your understanding.

**Does Helena have an airport?**

Yes. Participants may fly into Helena through Helena Regional Airport (HLN). Just a short 15 minute drive from the studio. Bozeman is a bit more accessible from afar with more flight options but is located about 1h30m from Adam Field Potter. If you choose to fly into Bozeman you will want to rent a car.

**I won't have a car. Is there public transportation I can use?**

No. Helena is a small town without public transportation. I recommend renting a vehicle if your accommodations are not walkable to the studio or you would like the independence of exploring the Helena area.

**If I extend my trip or bring a friend, what else can I do in the Helena area?**

Near Adam Field Pottery is a small spring-fed man-made lake called Spring Meadow Lake. It is a great place to take a quick swim (but not in March!) or a nice walk. Thirty minutes east are a couple larger lakes called Canyon Ferry Lake and Hauser Lake and just northeast you can find the Missouri River offering world class trout fishing. A couple of Helena health clubs have gyms, spas and swimming pools and hot springs. Just outside the studio is Mount Helena, a beautiful mountain city park where people may hike. Please visit [HelenaMT.com](http://HelenaMT.com) to explore Helena area attractions.

## **The Workshop**

**I'm flying and would like to ship my tools there ahead of time. Can I do that?**

Yes. Anything that you would like to send ahead of you can be shipped to:

**Adam Field**

**3225 LeGrande Cannon Blvd.**

**Helena, MT 59601**

**What do I bring to my workshop?**

I recommend bringing your preferred clay tools, particularly those relevant to the topic of the workshop. You will receive an email one month before the workshop with more detailed information regarding which tools you should bring and what Adam Field Pottery is providing. Adam Field Pottery will provide materials and studio equipment that are essential to the workshop topic, including clay, glaze, etc.

**What is a typical schedule for our workshop?**

Our workshop will run from 9:30 am–5pm every day with an hour lunch. The first class begins with an orientation. The workshop will go until 5 pm on the final day.

**Where will my workshop take place?**

The workshop will take place in the main studio at Adam Field Pottery which has been in operation since June of 2017.

**Will lunch be provided during the workshop?**

No. Students are responsible for their own lunch. The studio does not have easily walkable lunch locations. If you have a vehicle, you will have the opportunity to go get lunch. There is a refrigerator, microwave and eating area available for student use in the studio. I recommend students bring a sack lunch or bring cash to order lunch each day to be delivered.

**How long will the workshop break for lunch?**

Hands-on workshops break for an hour.

## Studio Use

**Can I work in the studio outside of allotted workshop hours?**

No, the studio will be accessible to participants between 9:30 am and 5 pm.

**Can I rent studio access before or after the scheduled workshop days?**

Yes, I am open to discussing additional studio rental on a case by case basis.

**I really want to take my piece(s) home, how does that work?**

I understand that you will work really hard during the workshop and may want to take home work. I will fire and ship your work after the end of your workshop for a firing and packing fee of \$50 per box plus shipping costs. It will need to fit in a 16"x16"x16" box for shipping. I apply the same best practices to your work as I do when shipping my own artwork.

**I forgot my tools! Is there somewhere I can buy tools?**

Yes! The Archie Bray Clay Business is right down the road and they stock all the tools you may need. For more information visit [www.archiebrayclay.com](http://www.archiebrayclay.com) or call the Clay Business 800/443-6434 or 406/442-2521.

**What kind of clay will we use?**

Bray Clay. The Archie Bray Foundation manufactures a selection of their own clays and offers select Plainsman and Laguna clays. This workshop will be focused on porcelain and stoneware. I recommend the Archie Bray High Fire Grolleg Porcelain as well as Archie Bray Foundation Stoneware and will have plenty of each on hand at Adam Field Pottery for this workshop.