



# POTTERY STUDIO BARDAK

## Standard course

In order to introduce you in detail to all aspects of our Standard Course and provide you with a quality experience, we have prepared a detailed description of the course. It includes a price list and a guide on the class use, space and resources. Each of the participants is required to familiarize themselves with the details and regulations before they enroll in our course. This implies that they are familiar with them and agree to them. For any additional information, you can speak to our instructors during the class or contact us as indicated on the contact page.

### Plan and program of the Standard Course

This type of instruction includes work in hand-building techniques, the potter's wheel, and decoration. The class is divided so that half of the time is spent working on hand-building techniques and the other half on the potter's wheel. It is also possible to work only in hand-building techniques. A sufficient number of potter's wheels allows us to guarantee you time on the potter's wheel during every class, regardless of the group's size. The course is intended for people over 16 years of age, (there is no upper limit), and it is fully adapted to absolute beginners, who make up over 90% of our new participants. All of our instruction is based on a craft approach that allows you to get to know the basics of working in ceramics. It takes you through a series of technical tasks that slowly introduce you to the process and enables independent work and realization of your own ideas. We go through a complete process from mass preparation to final firing, emphasizing independent work under the supervision of instructors. Pieces are made in stoneware technique with firing at a temperature of up to 1225°C. Please note that mastering the basics on the potter's wheel takes 2 to 3 months (cycles), while independent work requires up to 6 months of instruction. With hand-building techniques and decoration, it goes much faster. After mastering the technical basics, you move on to independent work and the realization of your ideas.

## **Technical tasks**

Gradual mastering of techniques and gaining experience is of key importance for learning proper processes for realization of your works. In this way, you can familiarize yourself with all the techniques of making and decorating in the shortest possible time and later use them for independent and more complex works. In the case of hand-building techniques, several tasks are performed that are closely related such as the technique of coils, slabs, and molds. Each of them is decorated with engobes, glazes, oxides, or painting pastes. By mastering these basics, one acquires the technical knowledge needed for the realization of independent ideas and pieces that are more complex. They often involve a combination of learned techniques. When it comes to the wheel, it is learned through mastering the steps. Each step determines the next: preparing the ball, placing it on the surface of the wheel, centering the mass, drilling, widening the hole, leveling the bottom, defining the walls and shape.

## **Beginning and duration of instruction**

You can join the Standard ceramics course at any time in a group with vacant spots, which means that enrollment is open throughout the year. Groups are formed with a maximum of six participants and one instructor. Although it is group work, it is based on an individual approach, and instruction is adapted to each participant's pace and level of knowledge. When you join a group, it is often attended by people of different levels of knowledge because they started their course at different times. This is very beneficial because while you are doing your own thing, you can observe and learn from the more experienced participants in the group.

The course is paid for in cycles of 4 classes, where each one is used individually once a week on the selected day/group. Each class lasts 3 hours and the course does not last only 4 classes, but it is the duration of one cycle. There is no limit on the course duration (number of cycles) and you decide how long you will attend depending on your needs and interest. At the end of each cycle, you can tell us whether you want to continue with the instruction (new cycle) or not. If you decide to start the course, you can contact us for information about the available dates at that moment. We make reservations up to two weeks in advance.

Please note that the policies for attending classes is clearly defined in the guide on class use, space and resources, so you need to familiarize yourself with it before registering.

## **Material for work, equipment, and firing**

Everything necessary for the participation in the course is provided and included in the price, so there is no need to bring or buy anything extra. The studio is equipped with several pottery wheels and work surfaces, and each participant receives a shelf for storing their work. All the necessary

tools, aprons, and other aids are also available. The clay we use is domestically produced for high temperatures (stoneware) and creamy white in color. For decoration, 14 colors of glaze, 14 colors of engobe, 10 colors of painting paste, and 4 oxides are provided. Limitations on the amount of material exist and are explained in detail in the guide on class use, space, and resources. Ceramic pieces are fired in two phases (two firings), biscuit at 900°C and glaze at 1225°C in a special kiln for ceramics. All works are fired at the stage you have reached in your classes and we only fire pieces created during the course under the supervision of the instructor.

If you wish to buy different materials, try clay or a type of decoration that is not included in the course, you can do so with prior consultation with the instructor. This is necessary to ensure that the materials align with the temperatures at which the other pieces are fired.

## Price list, vouchers, and payment information

**9,000** dinars. - For a cycle of four classes, three hours each, once a week in a selected group. Potter's wheel and hand-building techniques.

**8,000** dinars. - For a cycle of four classes, three hours each, once a week in a selected group. Only hand-building techniques.

**2,500** dinars. - For an individual class of 3 hours; this is intended only for existing participants if they need an additional class to complete the work after completing a cycle.

**16,000** dinars. - For a cycle of eight classes, three hours each, twice a week in the selected term for both variants with and without the potter's wheel.

The full payment can be made in one of two ways: by invoice no later than the day before the start of the cycle or in cash on the first class of the cycle.

**GIFT VOUCHER** - You can give a voucher worth one or more cycles to a loved one. After payment to the account, provide us with proof of payment (e-mail, Viber, WhatsApp, Facebook, or Instagram message). It can be a photo of the payment receipt, a screenshot or a .pdf confirmation of the electronic payment. In addition, we need the name, surname and phone number of the person giving and receiving the voucher. After receiving the above information, we will send you a .pdf voucher that you can print and give as a gift. The voucher is valid for 45 days from the date of issue, during which time it is necessary to begin the course. If the voucher expires, it can be reactivated with an additional payment of 2,000 dinars.

### PAYMENT DATA

Recipient: Udruženje grnčara Bardak, Pančićeva 14 Beograd  
Purpose of payment: Membership fee for the ceramics course

Account: 160-344618-48

Call number: leave blank

# Guidelines on the use of classes, space and resources

When registering for classes, please pay special attention to the following rules. Before starting/booking, check whether the dates on which the course is held coincide with your free time, planned trips, etc. By paying for and starting the course, it is understood that you are familiar with the guidelines and fully accept the terms.

## 1. Use of paid classes and the possibility of skipping

**1.1** A cycle of four classes of the Standard Course must be used within 28 days from the date of the first class. If you use one class a week, one class can be skipped and continued the following week without losing the class. Each subsequent skip is counted as if you attended the class or as if the class was lost. If you attend classes twice a week, you have the right to two skips. **Any skipping must be reported at least 3 hours before the class begins, otherwise, it is lost.**

**1.2** You only have a reserved spot in the group you have registered for. To change the group, you need to contact us so we can offer you a group with vacant spots at that time. If there are no vacancies, no substitution is possible. It is not possible to independently change the group during the cycle.

**1.3** If you are late for class, you do not need to notify us; you can join at any time. You can also leave the class at any time, but regardless of the time of arrival or departure, the time spent in the class is counted as if the class was used in its entirety. The classes can only be used in their entirety, and it is not possible to divide them by hours or make any combinations of that type.

## 2. Compensation for a missed class

**2.1** In addition to the above-mentioned skip (1.1), if you are unable to attend one of the classes, it is possible to switch groups for another one in the same week, then returning to your group the following week. The agreement for compensation must be made before the said class (minimum three hours before) and must be scheduled no later than the next regular class. For compensation, we can only offer you groups in which there are vacancies at that moment. In case there are no vacancies or the time offered does not suit you, compensation is not possible. There is the possibility of losing the class if you have used a skip.

## 3. Skip or compensation agreement

**3.1** An agreement is not possible after a missed class. Please contact us at least three hours before the class itself in order to find an adequate solution for compensation or use of the skip according to the above rules, otherwise the class is counted as used. You can contact us by phone +381637172484 (call, SMS, Viber, WhatsApp) or via social networks on our Facebook and Instagram profiles.

**3.2** If no agreement was made on skipping or compensation (3.1), and you did not come to the class, even when the skipping option is unused, the class is counted as used, i.e. lost.

**3.3** Instructors do not have the ability to change or enter data in the schedule, nor to approve or schedule skips or compensation. For every change, agreement, etc. you need to contact us in one of the ways listed above (3.1). Reporting to the instructor about a skip or about a make-up class is not counted as valid and you risk losing one of the lessons.

#### **4. Freezing cycles and pauses between cycles**

**4.1** In the event of an unforeseen absence for a period of time longer than one week, such as medical reasons, death in the family, sudden travel, etc., one class is subtracted from the total remaining number of classes and the rest can be used upon returning. **It is necessary to reserve a vacant spot in the group upon returning, ie. repeat the reservation process for one of the available dates (a place in the group is not saved). This type of "freeze" is only possible if you contact us before the first class you miss and if you have two or more classes remaining.**

**4.2** A break of one week between two cycles is counted as a used skip in the new/next cycle, regardless of whether the skip in the previous cycle was used. In the event of a break longer than that, a spot in the group is not saved. In the case of continuation of participation after a break, a new reservation must be made.

#### **5. Public holidays and class cancellations by the organizer**

**5.1** During public holidays, when a class is not held, no skip is counted or any compensation is required. The course continues at the regular time on the following week. If there is a class on that day, you have the right to an additional skip.

**5.2** Due to health, technical or other problems, the organizer can postpone the class for 7 days. In that situation, no skip is counted and no compensation is required. Instruction continues at the regular time the following week.

#### **6. Firing and saving the pieces created during the course**

**6.1** The standard ceramics course does not last 4 classes, but a cycle lasts that long. We cannot guarantee that all pieces will be finished by the last class of your cycle because we are constantly working with pieces in various stages of production. This is because participants start courses at different times during the month. Each piece that was done in the last class will be taken in the state it is in. If the modeling is finished, it will be biscuit fired. If it is glazed, it will be glaze fired. If you want to glaze the biscuit pieces later, it is possible to schedule an individual class (as indicated in the price list) or, if you are taking a break, in the classes when you resume. During one calendar month, we guarantee one biscuit and one glaze firing. The kiln is fired as soon as a sufficient number of pieces are collected, often more than twice for each firing. We do not do service glazing.

**6.2** Firing included as part of the course refers to the works created in the course as long as the size of the works fall within the frame of 25x25x25cm and the works are technically correct, i.e. safe for firing. For pieces that go beyond this framework, there is an additional charge for firing: each additional cm along any axis is 50 dinars.

**6.3** We reserve the right not to fire pieces that we find to be technically defective and may lead to damage to the kiln or other pieces. We also do not fire pieces that, in addition to standard materials, contain other organic or inorganic materials such as newspaper, glass, metal, fabric, grains, etc.

**6.4** We keep the pieces and possessions that remain with us for 28 days after the course is completed, starting from the last day of attending the course.

**6.5** Participants are not allowed to touch other people's pieces from the shelves, this especially applies to pieces in the process of being made.

## **7. Use of materials for work and decoration**

**7.1** The materials included in the price of the course are limited. It includes using up to 10 kg of clay per cycle.

**7.2** It is possible to create and keep a maximum of three pieces per class of the course. This number is not cumulative and applies to each class individually, regardless of the number of saved pieces in previous classes.

**7.3** Decoration materials available at the Studio are used for realized pieces without restrictions in the way they are intended to be used. Bonus glazes can be used on one selected piece per cycle.

**7.4** You have the right to use materials (clay, glaze, engobe, oxide, hobby paints, overglaze or underglaze paints, stickers, etc.) only in consultation with the instructor, who must approve each item before use.

## **8. Use of workspace, tools and literature**

**8.1** During your time in the work area, be careful accessing materials that may be dangerous to your health. Instructors will explain to you how to handle all materials, tools and machines and they will provide the necessary protective equipment. Please take special care when handling the hot air gun.

**8.2** Participants are required to clean and remove clay from all tools, machines and work surfaces they use as well as clean other materials after use. It is also necessary to clean the potter's wheel after finishing work on it.

**8.3** Participants are required to take care of their own private tools, material and works. They will be provided with one shelf to store them on.

**8.4** All literature in the workspace is available to participants during their time, but they are not allowed to take books, scripts or magazines out of the workspace.

**8.5** Smoking is not allowed in any part of the workspace.

**8.6** In the event of a declared epidemic in the workspace, all protective measures and restrictions provided for by law will be implemented. In such cases, information will be posted in the workspace.

## **9. Changes to the regulations**

**9.1** We reserve the right to change the regulations at any time. Active and future participants of the course will be informed of changes in a timely manner on our website and in the workspace.

**9.2** All changes will be active two weeks after the publication of the new guidelines on the website and posted in the workspace.

**9.3** In case an active participant in the course does not agree with the changes in the guidelines, he/she can be compensated for the remaining classes or can use the remaining classes according to the old guidelines.