



Appalachian Center for Craft

TENNESSEE TECH

1560 Craft Center Drive, Smithville, Tennessee, 37166
(931) 372-6883 • www.tntech.edu/craftcenter/workshops

Weeklong Workshop – Schedule Overview

SUNDAY

1:00 – 1:45 p.m.

- Check-in – the main lobby of the administrative building.
 - Turn in completed indemnification forms
 - Pay applicable studio fees.
- You will receive a welcome packet with a daily schedule, name tag, facility use hours, general workshop information, and a key if you are staying in housing.

2:00 – 2:30 p.m.

- Orientation occurs in the café or may occur outside – depending upon the number of persons enrolled in this session. Introduction to instructors, artists-in-residence, interns and staff.

2:30 – 5:30 p.m.

- Workshop sessions begin.

5:30 – 6:30 p.m.

- Dinner is served in the café and is included for those with room and board.

6:30 – 8:30 p.m.

- Workshop sessions continue.

MONDAY-THURSDAY

8:00 – 9:00 a.m.

Breakfast is served in the café and is included for those with room and board.

9:00 a.m. – 12:00 p.m.

- Workshop sessions continue.

12:00 – 1:00 p.m.

- Lunch is served in the café and is included for those with room and board. Commuters may pay the café or bring their own meal.

1:00 – 5:30 p.m.

- Workshop sessions continue.

5:30 – 6:30 p.m.

- Dinner is served in the café and is included for those with room and board. Commuters may pay the café or bring their own meal.

6:30 – 10:00 p.m.

- Participants may work in the studios with permission of the instructors. MUST have 2 people present at all times in the glass, wood and blacksmithing studios OR when using any power equipment or torches. Studios close at 11 p.m. each night.

FRIDAY

8:00 – 9:00 a.m.

- Breakfast is served in the café and is included for those with room and board.

9:00 a.m. – 12:00 p.m.

- Workshop sessions continue.

12:00 – 1:00 p.m.

- **Mini Exhibition in the café** – please bring your favorite pieces to display on tables set up for each workshop! Show off your hard work!
- Lunch is served in the café and is included for those with room and board. Commuters may pay the café or bring their own meal.

1:00 – 2:00 p.m.

- Official end of studio time. Clean up and finishing in each studio.
- Complete evaluations of workshop, housing and café. Place completed evaluations in wire basket in the lobby.

2:00 – 4:00 p.m.

- Check out of housing. Retrieve personal possessions. Drop key in key drop box in the lobby.
- Those staying in housing may extend their stay for one night by paying an additional \$50 fee. Notify the programs manager at lunchtime. Those staying an additional night must vacate housing by 8:00 a.m. the following morning.

Weeklong Workshop General Information

Room & Board

- Each room has 2 twin beds, nightstands with lamp and clock radio, 2 dressers, walk-in closet, and a bathroom with a shower.
- Rooms are air-conditioned.
- Housing is open only to workshop instructors and participants. Guests are not permitted in studios in studios.
- Coffee makers are located in the common areas of each housing unit. We provide **regular coffee**, filters, creamer and sweeteners. **Please bring your own insulated, refillable mug!**
- Linens are supplied in the housing units, including bath towels, washcloths, hand towels, sheets, pillow cases, pillows, and blankets. You are welcome to bring your own if you wish.
- You may wish to bring extra padding for your bed (i.e. foam mattress toppers) if you prefer a softer mattress.

Personal Items that you may wish to bring

- **Refillable water bottle. A MUST FOR GLASS AND BLACKSMITHING WORKSHOPS!!!!!!**
- Insulated, refillable coffee container or mug
- Prescription medicine
- Camera/phone and extra batteries/extra SD cards
- Sunscreen
- Phone charger
- Insect repellent
- Hiking shoes or boots
- Long-sleeved shirt/sweater for cool evenings or cooler, air-conditioned studios
- If enrolled in a blacksmithing or clay workshop, **YOU MUST WEAR** cotton or wool clothing and leather shoes or boots. High heat melts synthetics! Long pants are also highly recommended.
- Swimsuit (We are surrounded by Center Hill Lake!)
- Umbrella / raincoat
- Personal electronics (laptops, tablets, smartphones – Wi-Fi is FREE!)
- Coffee cups/mugs - coffee makers, coffee, filters, creamer and sweeteners are provided in each common living/dining area.

Smoking and Tobacco Use

- Are not permitted on campus per Tennessee Tech University's Tobacco Free campus policy.

The Gallery

- Supplies: The Gallery has tools and supplies for sale.
- The Gallery represents over 100 regional artists.
- Exhibitions: Up to three exhibitions will be taking place while you are here.
- Gallery Hours: Monday – Saturday, 10 a.m. – 5 p.m.; Sunday, noon – 5 p.m.

Vending Machines

- Drink and snack machines are located in the café. The café is open 8 a.m. – 11 p.m.

Laundry

- Located at the end of Fibers building (closest to housing); washers are \$1.25/dryers are free.

E-mail

- Wi-Fi is available across campus. The network is TTU-Guest.

Packages/Deliveries

- Let us know if you are expecting a package.

US Mail

- A mailbox is located on the sidewalk behind the café.

Shipping

- You may ship items in the Gallery.
- Please pack and address them first.

Security

- 8 a.m. – 4:30 p.m. contact the main office
- 4:30 p.m. – 8:00 a.m. call 931-267-1086

Swim / Hike / Canoe

- Trail maps are located in the lobby.
- Paddles, life vests, and keys to the canoe are in the office. Please sign the keys out if you use the canoe!

Parking

- Housing residents may park in front of their units.
- Commuters may park in the big parking lot.
- NO parking in the driveways or behind studios.

The following are prohibited on campus and are grounds for dismissal and forfeiture of fees

- Alcohol
- Illegal drugs
- Hazardous / disruptive / threatening behavior
- Pets