

HOW TO SET UP YOUR ROOM

- Make sure everyone can sit round one table, or as one group. Eye contact is important.
- Ensure everyone can see the artwork. This image shows a replica in place, but you don't need one - the A4 handouts work just as well.
- If you can only print 1 or 2 colour copies, place them centrally, where everyone can see them.
- Unlaminated images are best as they often reflect a glare from harsh overhead lighting.
- If you have a choice of room, somewhere with 'dead sound', meaning not echoey, is best.

ART DISCUSSION



- Make sure everyone is comfortable, warm and has sufficient space, as any interruptions mean the discussion stops and loses its flow. If you're expecting people in wheelchairs, leave gaps and side tables for those who aren't sat at a table.

ART MAKING

- It is important with art making to sit at one table, as a group, able to see each other's work.
- Leave a little space at one point around the table so everyone can see / hear your demonstrations.
- Remove chairs in advance to indicate spaces for wheelchairs. If someone likes to get up or move around, sit them on the end of a row.
- Try not to clutter each person's workspace. Put things in the centre of the table, in easy reach.
- Before the session starts, arrange a space for any wet artworks to dry or to store fragile works. Put wipe clean, fast dry tablecloths down if possible.
- Make sure everyone has sufficient room around them. When a session is mid-flow, people are often less aware of others, so leaving plenty of space lessens the chance of spillages or frustrations, and encourages chat and group interaction.

