



# How to set up on the day of your Glass Ribbon Project

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## Materials Needed:

Pens for filling out cards	School Glue, such as Elmer's	Large tables
Tablecloth or plastic covering (white works well)	Tables for check in	Extra chairs
Plastic wrap and Scotch tape for packing finished material		

## Set Up

The best space to hold the event is a large assembly room, depending on the size of your group. Tables will probably be filled with glass and glue bits when the program is over, so a tablecloth or plastic covering is suggested for easy clean up. Glass, glue, and pens should be evenly distributed on tables so that everyone has access to the material and can fill out their information on the cards if they wish to purchase the items. You may also want to have extra chairs available as well so that people don't feel confined to one spot.

## Check In

We suggest that you have two tables outside of the room. One table can be the samples table, where your samples or pictures of the Woman of Valor products can be viewed (additional pictures can be printed off of our website, [www.glassribbon.com](http://www.glassribbon.com)). The other table is where they can place any orders and receive their kits, depending on how you have set up the activity.

## Creating Your Mosaics

Lay out the glass pieces on the table (it's been tumbled so it is not sharp) so there is plenty to choose from and everyone can get to it. Use the white glue to place the glass mosaic pieces onto the glass template. There are directions and rules to follow on each kit. You can go over them with the group at the beginning of your event; but the rules are self-explanatory. If you are making large sheets of glass for our stock, they can be made any way you like, but remember that they will be cut apart into smaller pieces in the end, so large blocks of pink or white won't end up looking quite as nice in the end.

## Clean Up

Gather up projects (or have participants go to "check in" table and drop them off). Be sure that the artist's name is on their work if they wish to purchase it. Any payments for purchases should be collected at this time as well. Make sure to gather any glass (mosaic and kits) that were not used. For packing instructions see "How to Send Materials Back to Us" sheet.