



SOUTHERN CERAMIC GROUP - BISHOP'S KITCHEN 2022

JUNE NEWSLETTER

HELLO AND WELCOME

I thought that it was time to give everyone a progress report on the plans for BK22.

A lot of work has been going on behind the scenes. Thanks to the feedback we get from everyone there are always ideas for further developments.

This year a lot of time has been spent designing and creating the computer systems that we use to manage all the data and produce the necessary forms and labels. A new logo and postcard have been designed and our social media presence has been greatly increased.

This year we have 70 members taking part. Potentially between 700 and 1000 exhibits. As you can imagine, it is an awful lot of information to manage!

INFORMATION ON THE WEBSITE

All the information that you will need will be on the website. We ask for your patience whilst we update the information

It will include the following.

[General Information \(PDF Format\)](#)

[Exhibitor Guidance \(PDF Format\)](#)

[Directions to Bishop's Palace \(PDF Format\)](#)

Exhibitor Entries Form (Online) – *Not Yet Available*

Stewarding Volunteering Form (Online) – *Not Yet Available*

Detailed Stewarding Guidance – *Not Yet Available*

Guidelines on Labelling, Delivery and Collection – *Not Yet Available*



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Bishops Kitchen 2022 – Allocation of Volunteers for Tasks – *Not Yet Available*

Bishops Kitchen 2022 – Stewarding Rota – *Not Yet Available*

Bishops Kitchen 2022 – Check-In Sheets – *Not Yet Available*

Bishops Kitchen 2022 A4 Poster (JPG) – *Not Yet Available*

Bishops Kitchen 2022 A4 Poster (PDF) – *Not Yet Available*

Bishops Kitchen 2022 DL Size Flyer Front Side (JPG) – *Not Yet Available*

Bishops Kitchen 2022 DL Size Flyer Front Side (PDF) – *Not Yet Available*

Bishops Kitchen 2022 DL Size Flyer Rear Side (JPG) – *Not Yet Available*

Bishops Kitchen 2022 DL Size Flyer Rear Side (PDF) – *Not Yet Available*

DATES

Exhibit entry form available	on the web site NOW !!!
Exhibit entry form completion date	3rd July
Wed 27 th July	Set up Plinths and Lighting
Thurs 28 th July	9.30am onwards, hand in items.
Fri 29 th July	Private view. 6-8pm
Sat 30 th July – Sun 14 th Aug	Exhibition
Sunday 14 th Aug	6pm onwards – collection of unsold work
Monday 15 th Aug	9.30-11am – collection of unsold items



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PUBLICITY

We need your help spreading the word about the Bishops Kitchen Exhibition to ensure your work, and other's, gets seen by as many visitors as possible. The

Publicity Team volunteers are hard at work preparing but need your input please.

FLYERS / POSTERS

Can you distribute flyers? A local Post Office, cafe, community hall, etc will probably display flyers for you. And your friends too of course!

Please email Ms Heather Muir (heather1muir@gmail.com) with your name, postal address and phone number to receive a bundle of 20 flyers (A5 size). If you have a public space for a poster, please also let Heather know.

SOCIAL CHANNELS

Even if you don't use social media, please email Katharine Schafli (scg_social@southernceramicgroup.org.uk) two recent images of your work and one of you the maker, your bio and your social media name (@NameName). The social media campaign starts soon and we'd like to include your work. Please see spec sheet attached for details of how to name tag your images, thanks.

WEBSITE

Please email Nick Taylor (scg_webmaster@southernceramicgroup.org.uk) with your name, a selection of updated images, bio etc so he can update the [SCG members page](#) on the website. The attached spec sheet gives guidance on how to do this.

All images are welcome.

We have a spec sheet to help you get the best quality images of your work onto the website and social media channels: you can read more about the technical aspects of images here.



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VOLUNTEER ROLES

A huge thank you for all the offers of help. I thought it might be helpful if you knew who is doing what.

Social Media	Katharine Schafli
Publicity	Heather Muir and Gill Waller
Web site	Nick Taylor
Exhibition Finance	Helen Scribbans
Exhibit entry management	Nick Taylor, Jane Ogden-Swift and Helen Scribbans
Set up Wednesday	Neil Rampton, Neil Griffin, Neil Dewey and Nick Taylor
Check in Thursday	Jane Ogden-Swift supported by a team
Curating	Brian Tew, Deborah Mitchelson, Lois Mahoney and Johanna Tricklebank
Private view	Margaret Newton and Nigel Hobbs Supported by a team
Stewards rota	Sandie Dixon

EXHIBIT ENTRY FORM

The Exhibit Entry form will be on-line from 21st June until 3rd July. However, if you are asking a friend to complete the form, the entry fields are listed below.

- Name
- Email
- SCG Membership Number
- Total Number of exhibits entered
- Title
- Price
- Attributes - WT watertight, FS Food Safe



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- Size – S if under 10cms, M if over 10cms but less than 40cm, L if 40cms or over
- Wall Hanging – H for hanging
- Sets – please enter no of items in the set
- Firing – EF – Electric, RF-Reduction, WF-Wood Fired, SF- Smoke Fired, PF – Pit Fired, R-Raku.
- Clay- EW-Earthenware, SW-Stoneware, P-Porcelain, M-Mixed

SOCIAL MEDIA IMAGES

To help our volunteers help promote your work at the exhibition please....

1. Send **two images of your work, plus one image of you as the maker** [three images in total] to our Social Media volunteers scg_social@southernceramicgroup.org.uk
 1. High Res images around 2MG are perfect
 2. The ideal size for these images is SQUARE and **1200 pixels wide/high**. Images smaller than 1080 pixels wide/high maybe too small to be included.
 3. Please name the image files as follows:- YourName_1.jpg, YourName_2.jpg, YourName_3.jpg, etc., etc.
2. Please write 50-80 words about your work, written in the third person exactly as you wish it to be used. Please add as a word.doc not a pdf.
3. Please include your instagram and/or facebook ID and maximum one hashtag that identifies your work, for example
 1. @YourName_StudioName
 2. #YourName
4. Mark your email 'Please use these 3 images BK22/ YourName / Member No'



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The earlier you are able to email your images, bio etc etc, the more likely your work will feature in the pre-event marketing of the exhibition. Thank you.

Please keep a look out for SCG social media posts and help us to build up community interest by liking, commenting, sharing to your followers etc.

Use **#southernceramicgroup** and **@southernceramicgroup** on your posts about the BK22 summer exhibition,

Think about posting pictures or videos about your preparation for BK22, sneak peeks at work you are exhibiting, tag in people you want to see your work such as interior designers, students, colleagues, neighbours etc.

Post the BK22 social media flyer onto your social channels