

## Workshop Courtesies

1. The workshop information package, including supply list, should be read well in advance of the workshop. For some workshops the Co-ordinator (s) have arranged pre-orders of the material required (this happens well in advance of the workshop to guarantee delivery of the items before or on the day of the workshop). If this arrangement is being offered, the confirmed registrants will be provided with the information.
2. Plan to arrive at least 15 minutes before the workshop time so that you can be set up and be ready for the workshop to begin on time.
3. In the classroom - cell phone ringers are to be turned off. If you must have your cell phone on please set it to vibrate mode.
4. Give the instructor your undivided attention. Side conversations with your neighbours, while the instructor is speaking or demonstrating can be annoying and distracting to other participants.
5. Most instructors encourage questions; help the instructor by staying on the subject.
6. Remember that the instructor must divide his or her time amongst all the participants and by monopolizing that time, you are denying a fair share to someone else.
7. If the instructor is demonstrating at a table for the benefit of the whole group and you have a front row seat, take a back seat for the next demonstration.
8. Break time and lunch time are for the instructor as well. Please allow them to enjoy them.
9. Share the upkeep of the workshop area by keeping your workspace neat, cleaning up after breaks and lunch and staying long enough to help clean up at the end of the workshop.
10. Take a turn hosting an instructor. If your household isn't geared for this type of commitment volunteer to bring a snack, lunch or provide transportation. The Workshop Co-ordinator(s) keep a directory of volunteer host members.
11. If you are hosting an instructor, allow them the opportunity to relax.
12. There are no shared registrations permitted. In fairness to the instructor it will be expected that all participants plan to attend the full workshop.