

Workshop Registration Information

In most cases, registrations are welcome until one week before workshop commencement; however, classes fill quickly so we encourage you to enroll early to avoid disappointment.

Non-members are welcome to register for an additional charge of \$40 per workshop. This includes an annual membership (Jan—Dec) in the Westcoast Calligraphy Society.

There are no shared registrations permitted. In fairness to the instructor, it will be expected that all participants plan to attend the full workshop.

Full payment is required with submission of the registration form.

Cheques or payments will not be accepted prior to the opening date of registration of the workshop. Cheque date should be the same date that the registration is submitted. It should not be dated for the date of the workshop.

Make cheques payable to the **Westcoast Calligraphy Society**. **For our US and International members, payment is by bank draft in Canadian Dollars only.**

Registrations cannot be post marked prior to the registration date!

All the details for the workshops included in this publication and any subsequent updates can be found on the Westcoast Calligraphy Society Website -

www.westcoastcalligraphy.ca or www.westcoastcalligraphy.com

Your personal contact information is used by the Westcoast Calligraphy Society for the purposes of workshop correspondence and is not shared by the Society with any other organization.

Please contact the Workshop Coordinator for more information on class registration.

Workshop Refund Policy

Once a payment has been made and a confirmation has been issued, a place in the workshop(s) will be reserved for the registrant. If a cancellation must be made, the participant must first seek a replacement from the wait list (contact the Workshop Coordinator).

The wait list will be established in chronological order. If there is no wait list, the participant must find a replacement or forfeit the workshop fee. **Emergency cancellations will be handled at the discretion of the Workshop Coordinator(s).**

Workshop Courtesies

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.

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.

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.

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.

Most instructors encourage questions; help the instructor by staying on the subject.

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.

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.

Break time and lunch time are for the instructor as well. Please allow them to enjoy them.

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.

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.

If you are hosting an instructor, allow them the opportunity to relax.