

Date	Title	Instructor	Member Fee	Non-Member Fee	Total	Materials fee ***
Jan 10, afternoon	1 crocheting Mini ½ day	Margaret Fisher	\$25	\$32		\$2
Jan 11	2 knitting minis 3 hours EACH	Margaret Fisher	\$25 EACH	\$32 EACH		\$2 EACH
Feb 14, afternoon	Nuno Felting ½ day mini workshop	Roz Houseknecht	\$25	\$32		\$10
March 14 afternoon 15, 16	Mixed Surface Design 2 ½ day workshop	Carol Soderlund	\$150	\$175		
April 18 th , afternoon	Reeling and Mawata Making, mini workshop	Robin Russo	\$25	\$32		
April 19 th	Silk Paper Making 1 day workshop	Robin Russo	\$75	\$100		
May 9 th , afternoon, 10 th , 11 th	Putting Bumps, Pleats, Ripples and Waves in our Weaving 2 ½ day workshop	Marcia Ksomerchock	\$150	\$175		\$30
TOTAL						

*** NOTE: Materials Fees are noted if known and are to be paid directly to the instructor. DO NOT include in registration costs. Where not noted, participants will be informed of Materials Fees at a future date.

Please fill out this form and mail it with your check, payable to Potomac Craftsmen, Inc. to Betty Ford, 12704 Rigdale Terrace, Silver Spring, MD 20904.
Please keep a copy of this form for your records.

Name _____ Amt. _____
 Encl. _____
 Address _____
 Phone _____
 Email _____

Workshop and Mini-Workshop Registration Policy

To register for minis or workshops, please fill out the form below and submit it with full payment. Make checks payable to Potomac Craftsmen, Inc. Registration is **not complete** without full payment. Priority is given to current guild members. Non-members may register starting 60 days prior to the date of the workshop.

Workshops may be cancelled by the Guild for insufficient enrollment up to 30 days before the scheduled date. Registrants receive a **full refund** for workshops or minis cancelled by the Guild. **No refunds** are given for minis unless cancelled by the Guild.

For workshops, if you drop out, a 50% refund is given if the registrar is notified in writing at least 30 days prior to the workshop. If there is a waiting list and if a replacement from the list registers, a full refund is given. If the class is full and there is no waiting list, you may find a substitute yourself. The substitute pays the registration fee directly to you. Please notify the registrar of the change so that information can be sent to the correct registrant. Minis are generally held at the location where the morning program is held. Locations of workshops vary and are announced in advance. Those who register for a mini or a workshop are urged to attend the guild program earlier in the day.

Materials fees for both minis and workshops are paid at the time of the workshop.
