

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.

2008 Workshop and Mini-Workshop Registration Form

Date	Title	Instructor	Member Fee	Non-Member Fee	Total
Jan 12 (3 hr mini)	Light and Dark	Carla Gladstone	\$25	\$32	
Feb 9 (3 hr mini)	Enriching the Surface	Hillary Steel	\$25	\$32	
Mar 8-9 (1-1/2 day workshop)	Soy Wax Batik	Rayna Gilman	\$112	\$137	
Apr 12-13 (1-1/2 day workshop)	The Big Overshot	Bonnie Inouye	\$112	\$137	
May 10-11 (1-1/2 day workshop)	Paste Paper	Deena Schnitman	\$112	\$137	
TOTAL					

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 _____