

SBQG Workshop Guidelines

(Effective February 1, 2016)

General Information

Space is limited and workshop attendance is on a first-come, first-served basis so it's always a good idea to register early. Workshop fees help offset the costs we incur when hosting out-of-town speakers/instructors but, more importantly, workshops offer our members a wonderful opportunity to learn new techniques and improve their quilting skills with some of the top quilters in the world. Some workshops will be "project" classes where attendees will work on a specific project that the presenter has designed, while others will be "process" classes where attendees will learn techniques without necessarily having a project to complete.

Workshop Registration

- Payment is due in full at the time of registration for a guild workshop.
- Members are encouraged to register for workshops up to four (4) months in advance. If openings remain one (1) month prior to the event, workshops may be opened up to non-SBQG members.
- Workshop fees are \$50 for SBQG members and \$60 for non-SBQG members. [A surcharge may be added on occasion to cover additional workshop costs.] Workshop fees do not include material/kit fees. If applicable, the material/kit fee must be paid in addition to the standard workshop fee at the time of registration unless otherwise specified.
- Workshop supply lists will be provided to registered students a minimum of 21 days prior to each workshop.

Cancellations & Refunds

- Full refunds will be provided for all workshops cancelled by the guild.
- For a full refund of registration fees for workshops that have not been cancelled by the guild, the Vice President of Programs and/or Workshop Chair must be notified a minimum of 14 days prior to the date of the workshop.
- Less than 14 days prior to the date of the workshop, a full refund will be issued by the guild **ONLY IF** the seat can be filled from the Wait List. Persons on the Wait List have first priority and it is the responsibility of the Workshop Chair to contact those individuals. If a replacement cannot be identified from the Wait List, the cancelling student may find an alternate replacement but, if such a replacement is found, it is the responsibility of the cancelling student to provide the Workshop Chair with the name of the replacement and to collect the workshop fee directly from the replacement.
- No-Shows will forfeit the workshop fee in its entirety.
- A Wait List will be maintained by the Workshop Chair for all classes.
- The Board will review and vote on cancellations caused by special circumstances to determine if refunds will be issued in instances where a replacement student cannot be found.



Workshop Etiquette

SBQG has established guidelines for workshops as well as some simple "rules of etiquette" to ensure that the experience is enjoyable for everyone. Please take a few minutes to review – and familiarize yourself with – the following.

- **Be On Time!**

The workshop facility will open no later than 30 minutes prior to the workshop scheduled start time. Please plan your arrival to allow adequate setup and preparation time (e.g., setting up your machine, winding bobbins, etc.). The workshop will begin PROMPTLY as scheduled and will end at the pre-arranged time.

- **Bring the Needed Supplies**

Borrowing from a fellow workshop participant may slow both their progress and yours, and if the workshop requires a sewing machine, please remember to bring it along with the power cord and foot control. Please be sure that the sewing machine is in good working order prior to the class. It's also a good idea to mark all your tools with your name.

- **Advanced Preparation**

If the instructor has asked you to bring a cut set of fabric pieces (as listed in the Supply List), it will be to your advantage to have completed this homework ahead of time. It will not only help you begin the project in a timely manner, but will help you to keep up with the provided instructions.

- **Electrical Appliances Other than Your Sewing Machine**

The workshop facilities have limited electrical outlets. To ensure we do not delay workshop activities with inadvertently blown fuses, we ask participants to not bring auxiliary appliances – irons in particular. Irons and ironing pads will be available for workshop participants to share. While a number of long extension cords and power strips will be available, you may wish to bring your own. You can also bring additional lighting, if needed.

- **Lunch Break**

There will be a 30 minute lunch break. You may bring your own lunch from home or choose from eating establishments near the workshop location. You are encouraged to bring your own drinks or munchies.

- **Children**

A guild workshop is NOT a safe or appropriate setting for children.

- **Cellular Phones**

Please turn the sound OFF on all cellular phones when classes or lectures begin. Ring tones and/or conversations interrupt the instructor's train of thought and are annoying to your fellow attendees. If you need to take a phone call, please step outside.

- **Socializing During Class**

Socializing with your friends during the down time or work time in class, or during a lecture, is acceptable. However, please be respectful of the times the teacher is speaking. When you talk during a lecture or workshop, you are hindering your fellow members from hearing what the teacher/speaker has to say. Plus, please be considerate of other participants who are focusing on their projects.

