

Colorado Calligraphers' Guild Workshop Policies - 7/10/2010

- Reservations are accepted by mail only. First received, first reserved, determined by US postmark date.
- Registration for the workshops will not be accepted if postmarked more than 60 days in advance of the workshop date.
- Colorado Calligraphers' Guild members are given priority in registration, unless stated otherwise (such as when co-sponsoring a workshop with another organization).
- Only one registration per envelope.
- Send the full amount of the fee to reserve a place in the workshop.
- Registrants should provide email addresses, and will receive via email the supply list and directions prior to the workshop, if requested.
- Checks will be deposited two weeks prior to the workshop. No refunds will be given if cancellation is less than two weeks prior to the workshop date, unless a substitute is found. Persons on the waiting list are given first priority. If no one is on the waiting list, then the original registrant may find a substitute.
- Colorado Calligraphers' Guild board members receive a 20% discount on all workshops. The workshop position gets a 100% discount on the workshop. If the position is shared, each person may take a percentage with the total equaling 100%.workshops. (e.g., 2 people with 50% off each)
- If the participant would be willing to house the workshop instructor, he/she will be entitled to take the workshop for 50% off the total fee. Responsibilities include airport pick-up (arrival and departure), meals and housing for the instructor, as well as transport to and from the workshop. Board members would receive a maximum of a 50% discount for housing the instructor.
- If the person housing the instructor is a workshop chairperson, reimbursement of expenses relating to housing the instructor will be allowed, limited to \$100.