

Workshop Guidelines

Registration

- **Early Registration** for the upcoming year is held for guild members beginning at the May Salad Supper through the end of the day the following Thursday. If registrations exceed class capacity, names are entered into a lottery to determine class participants and the order of the waiting list. Confirmation of class enrollment is sent by the end of May.
- **After Early Registration**, classes are filled in the order registrations are received. Registrations received for classes filled to capacity are placed on a waiting list in the order received.
- **Registration for non-guild members** begins the Thursday after the September guild meeting. Registration for both members and non-members are accepted in the order they are received

Payment and Enrollment:

- The cost of workshops vary. Refer to the class registration form for the amount. Non-members add \$10 to the cost listed for each workshop.
- Payment is required at the time of enrollment. No payment is required to be on the waiting list.
- Forms are available in the Guild newsletter, at the Workshops link, or at the Guild meetings.
- Payment may be made by cash or check payable to HAAQG. Postdated checks (dated two months prior to the date of the workshop) are accepted.
- A separate check must be made for each workshop registration.

Supply List

- Supply lists will be available at least 30 days prior to the workshop. Supply lists may be obtained in one of three ways:
 - On the HAAQG website <http://haaqg.tripod.com> at links on the Workshops page.
 - By sending a self-addressed stamped envelope to Joyce Brewer, 10911 Canada Rd, Pekin, IL 61554
 - By picking up the list at the guild meeting one month prior to the workshop.

Day of Workshop

- Full day workshops begin at 9:00 a.m. and end at 4:00 p.m.
- Unless otherwise stated, workshops are held at the Mennonite Church of Normal, 805 S Cottage, Normal, IL.
- Doors open at 8:30 a.m.
- Please set up for class and have your lunch ordered before 9 a.m. in order to avoid disrupting the class.
- There is a 30-45 minute lunch break. Workshop participants may bring a sack lunch, purchase workshop lunch option, if available, or place an order for delivery from a local sandwich shop. A selection of 4-5 pre-selected meals will be available for you to order. One non-meat selection will be included. Be aware that the pre-selected meals offered may not meet special dietary needs. Details will be provided that morning.
- Bring your own drinks for the day. Water will be provided.
- Bring small bills for payment if placing an order.

Workshop Cancellations:

- The workshop fee is refundable if cancellation is received 60 days prior to the workshop.
- If cancellation is received less than 60 days prior to workshop, the member remains responsible for the workshop fee, unless we have a wait list or a replacement is found to fill the spot.
- Members are responsible for notifying Jenny Pettinger at quilt456@gmail.com or Pam Riss at phriss1951@gmail.com if they will not be attending a workshop.