

Central Oregon Spinners & Weavers Guild Patty Huffer, Summer & Winter Weaving Workshop Registration

Name:	Phone:
Full Address:	Email:

<i>Presenter</i>	<i>Workshop</i>	<i>Coordinator and email</i>	<i>Dates</i>	<i>Materials fee</i>	<i>Workshop fee</i>	<i>Deposit due 9-15</i>	<i>Balance due 10-15</i>
Patty Huffer	Summer & Winter	Linda Gettmann lindag@bendbroadband.com	November 1,2,3,2021	\$15 pay in cash to Patty 11-1	Est. \$60	\$50	\$
I have read and understand the workshop policy described below:					Total Enclosed:		\$

(Your signature)

Registration Instructions

1. Complete the Name and Address section at the top of the form;
2. **Sign** that you have read and understand the workshop policy;
3. Mail your completed registration form and payment (*check made out to COSW*) to the workshop coordinator:
[Linda Gettmann 2039 NW Perspective Dr. Bend, OR 97703](mailto:lindag@bendbroadband.com)
4. Material Fees (if any) are to be paid to the workshop instructor at the beginning of class. Do not include them with your workshop registration payment;
5. If you have questions about a workshop, call or e-mail the Workshop Coordinator;
6. **This workshop will be held in person at Highland Baptist Church in Redmond, Rm 129. 9AM-4PM on Nov. 1,2,3.**
7. If the workshop you have selected is full, you will be notified that you are on the waiting list. To be placed on the waiting list of a full workshop, contact the Workshop Coordinator.

Policy - Registration, Payment, Dropout and Refunds:

1. Sign up to indicate your interest in the workshop.
2. At the time of registration, a non-refundable \$50 deposit is required to hold your place in the workshop. The full payment shall be made six weeks before the date of the workshop. If the workshop doesn't have enough paid attendees the guild needs to give cancellation notice to the instructor and/or facility 30 days before the workshop start date.
3. If you are unable to attend the workshop, your non-refundable deposit may be transferred to another person. The guild often has upfront costs that need to be paid to the instructor and/or the facility.
4. The workshop attendance is transferable. If you are unable to attend, it is your responsibility to contact the workshop coordinator as soon as possible. The workshop coordinator will give preference to names in order on the wait list to find a replacement. You will work with the workshop coordinator and treasurer to get reimbursed. If you and the workshop coordinator are unable to find a replacement, the cost of the workshop is not refundable. The reason is that the cost of the workshop has been based on the number of attendees. If you drop out without a replacement, the workshop expenses still stay the same. It is not fair to expect other attendees to make up the difference in cost.
5. If the workshop has to be cancelled for any reason, participants shall be refunded their workshop fees less guild expenses if any.
6. If participant fee income exceeds the adjusted fixed cost, the excess income shall go to reimburse the education fund.