

## Workshop Policy and Guidelines

1. To determine per student cost for a workshop, PVQ considers the following points:
  - a. Cost of the workshop charged by the instructor
  - b. Cost to rent a building for the workshop
  - c. Cost for set-up of the room
  - d. Meals to be provided for the instructor (and possibly even for the person who houses or transports the instructor)
  - e. Housing to be provided for the instructor
  - f. Transportation costs (this could be air fare, car rental, mileage, etc.)
  - g. Material costs for the workshop (ie: Insulation boards for design walls)
  - h. Advertising costs, i.e. correspondence, postage, telephone calls, etc.
  - i. Costs requested by the instructor for any students over the suggested number

Summation: The estimated costs (listed above) to sponsor the workshop are divided by the minimum number of students to make the workshop feasible. This determines the workshop price per participant. If workshop receipts from all registrants cover the estimated costs, the workshop can continue as planned/booked. A workshop may be cancelled 60 days prior to the event if the number of registrants is less than the point at which the workshop costs are covered, which could also result in the cancellation of that out-of-town speaker.

2. To register and reserve a place in a workshop, a deposit of at least HALF of the workshop fee must be paid no later than 60 days in advance of the workshop date. The balance of the workshop is due 30 days in advance of the workshop.

3. The registration deposit (HALF of the workshop fee) is non-refundable if registrant cancels fewer than 30 days prior to the workshop date and a replacement cannot be found to fill the space. Space will then be awarded to the first person on the waiting list if one is in place. If there is no one on the waiting list, the registrant may find a replacement. Any amount paid that exceeds half of the workshop fee will be refunded upon cancellation with the exception of the following exclusion: No refunds will be made if the cancellation results in the number of participants falling below the minimum number to make the workshop feasible (see item #1), and no refunds will be made if cancellation occurs within 10 days of the workshop. Exceptions to this policy may be appealed by the registrant in person or in writing to the Board of the Puyallup Valley Quilters' for consideration at the first board meeting following the cancellation.

4. A waiting list will be compiled at the time of registration if the workshop has reached maximum participants. As cancellations occur, the next person on the waiting list will be notified. The full workshop fee will be required within 3 days of notification, if notified fewer than 30 days prior to the workshop. If notified more than 30 days prior to the workshop date, a minimum of HALF is due within 3 days of notification, with the remaining balance due the 30<sup>th</sup> day prior to workshop.

5. If a workshop does not have the minimum registrants necessary to cover cost points in item #1, PVQ reserves the right to cancel the workshop. In that event, all deposits and fees received by PVQ will be refunded in full to registrants.

6. By payment of the workshop deposit, this policy is agreed to and understood by the participant for workshops offered by the Puyallup Valley Quilters.

Thank you,  
Program Committee