

This is a reminder to our new members and those who have not taken a workshop recently, the board has an approved set of policies to help you with your plans.

## EQG Workshop Policies

In keeping with the EQG Mission Statement to support continuing growth and education for our members, the guild periodically offers quality workshops. Participation in these workshops not only provides opportunities to meet and study under great teachers but your support and participation helps the guild to defray the cost of speakers for guild meetings.

1. Enrollment is first come first serve.
2. Members are not enrolled in a workshop until the class fee has been paid.
3. Workshop fees must be paid one week before the class date.
4. No refunds will be given within one week before the class including no-shows on the day of the class.
5. Workshops usually have a kit fee that is included in the price of the class unless otherwise stated.
6. Attendees are expected to arrive 10-15 minutes prior to the workshop and should be set up so that class can begin on time. If you are late to the class, the teacher is not obligated to catch you up.
7. Classes begin at 9:00 and are finished at 4:00 with a break for lunch. You may either bring your lunch or purchase it at a nearby restaurant.
8. EQG workshops are offered to guild members first but will be opened to the public one week prior to the class if it has not been filled. Class sizes vary according to the teacher's wishes.

Sign-up for workshops will be available at the guild meeting beginning three meetings before the class date.

**\*\*\***Read the supply list carefully and follow the teacher's instructions accurately. Each teacher uses specific materials for their techniques and being sure that you have the exact requested supplies avoids frustrations and ensures a relaxing, enjoyable and successful workshop for everyone. **\*\*\***

Example: Misty Fuse, Steam-a-Seam, Wonder Under and Pellon non-woven fusible are all fusibles, but each has a unique characteristic that causes the teacher to choose that one.