

## **Green Valley Quilt Guild Sew Day & Workshop Policy**

*Workshops and sew days are held throughout the year to provide a variety of opportunities for guild members to come together for fellowship, enrichment, and education. All workshops and sew days will be publicized in the monthly guild newsletter and advertised at guild meetings.*

**General:** *Please read and understand the following before attending a sew day or workshop.*

1. Workshop fees must be paid in full at the time of registration to reserve your spot. Initial signup is limited to guild members only, on a first-come first-serve basis.
  - a. Unless otherwise indicated by member/non-member pricing, workshop information should not be shared with non-guild members unless you have received confirmation from the Program Chair that space is available.
  - b. If workshop seats are open after initial advertising to members is complete, the Program Chair may share the workshop information with external quilt groups or guilds to try to fill open seats.
2. Supply lists will be given at the time of in-person registration, or emailed within 1-2 days of receipt of online payment.
3. Workshop fees are for instruction only and do not include materials for class, unless otherwise stated. If a pattern, book, or specialized tool is required, it will be noted on the supply list. Each student must have a LEGAL copy of the pattern or book.
4. Attendees are required to bring; 1) a sewing machine in good working order, 2) machine accessories, & 3) basic sewing supplies to each class; unless otherwise stated. You should be familiar with the operation of your machine before class, please bring your manual if in doubt.
5. Some workshops require a small amount of homework prior to the class. This will be noted on the supply list. Please arrive prepared so that you can start on the fun part right away.
6. Workshops will start on time, so please arrive at least 10 minutes early and be set up and ready to go.
7. Cell phones must be on vibrate/silent during class. Please refrain from wearing perfumes, as some people have allergic reactions to scents.
8. If you bring a drink, please use a container with a lid. Bring a lunch for an all-day event.
8. Unpaid members or guests are not allowed to attend fee-required workshops.
9. At the end of the workshop or sew day, each participant is asked to clean up the workspace and floor in their immediate area.

**Cancellations:** *Please verify that any class you wish to enroll in meets your schedule and that you're OK with the cancellation policy before enrolling.*

1. All Instructors are Independent Contractors or guild members. The class schedule, minimum class size and cancellation terms are defined in the instructor contract. Workshop fees will be fully refunded if the class is cancelled by the Instructor or GVQG will be fully refunded.
  2. If you are unable to attend a fee-required workshop in which you are registered, a refund will only be offered to students who cancel 72 hours prior to the start of class. No refunds will be given after that time for any reason.
- 3. SPECIAL GUEST WORKSHOP EVENTS** – Refunds will be limited to 50% of paid fee (minus any pattern or supply fee included in the workshop fee) if cancellation is received up to 72 hours prior to the start of a special guest workshop. No refund will be granted within 72 hours of the event.