

Capital City Scribes Workshop Policies

1. All Capital City Scribes members are eligible to attend guild-sponsored workshops. Non-members may be eligible at the discretion of the Workshop Committee, although members will be given priority when registration exceeds the class limit.
2. The Workshop Committee will limit the number of participants in each workshop and the workshops will be filled on a first-check received basis.
3. Either the total fee or a deposit (to be determined by the Workshop Committee) is payable at the time of registration.
4. No one registered will receive a refund unless his/her seat in the workshop is filled from the waiting list.
5. If no one is available from the waiting list, the canceling participant may select someone to fill the vacancy.
6. If the seat is filled, the canceling participant's deposit will be returned.
7. No cancellations will be accepted three days prior to the workshop.
8. No money will be held for future workshops.
9. Only a member of the Workshop Committee should be contacted regarding registration or cancellation.
10. A mini-workshop is a one-day workshop costing about \$35 per day and taught by a CCS member who is paid \$150 honorarium. All workshops outside this definition are major workshops.
11. Smoking will not be allowed in the workshop.
12. Other particulars of workshop etiquette will be at the discretion of the instructor and the Workshop Committee.
13. Workshop policies may be revised at the discretion of the Workshop Committee to reflect the specific requirements of individual workshops.
14. CCS will pay all or a portion of the transportation and per diem expenses for two representatives, normally the president and the workshop chairperson to attend the Annual Southwest Calligraphy Conference or to host the conference when it is CCS' turn to do so. This expense will be drawn from the Workshop Committee's budget so as to leave a \$50 buffer for operating expenses. These expenses will be considered and approved annually by the Executive Board.