

Workshop Etiquette

In consideration of the instructor and students attending our workshops, please abide by this Workshop Etiquette:

- Class begins promptly at 9 a.m. Please arrive at 8:30 a.m. to allow ample time to set up your workstation and visit with others.
- If you arrive late, please set up quietly to minimize disruption to the class.
- Do not talk with the instructor prior to class, as she will be busy setting up her supplies and class materials.
- We find ourselves in close proximity with fellow students and instructors during class. Be considerate of those who are sensitive to odors by refraining from wearing colognes and scented products.
- We contract with the instructors to present their techniques. If you know a different method, please do not disrupt the instructor's presentation.
- Silence your cell phones and other electronic devices. Cell phone calls can be returned outside the building.
- Be prepared! Bring all necessary items required on the materials list.
- Bring your lunch or sandwiches can be ordered from Whole Foods (order form and pickup provided by Genelle/Joanie). A refrigerator and microwave are on premises.
- If you choose to deviate from the class project as described, please **do not** expect the instructor to teach you something different.
- If after the class has started, you find the class is not what you expected, remain in the class and give it a chance. You may be surprised and learn something new.
- Please ask consent from the teacher prior to photographing her samples and work.
- Please do not stroll through the class or ask if you can talk with the instructor if you are **NOT** enrolled in the class.
- All designs, handouts and instructions are copyrighted and owned by the instructor. Each instructor has specific policies as to how their designs, handouts and instructions may be used outside the workshop. Please check with the instructor prior to sharing the workshop material with others.
- Please take a few minutes at the end of the workshop to help with general clean-up of the room. (Tables and chairs need to be returned to storage closet and any threads/materials need to be picked up.)
- Most importantly, enjoy, relax and have fun!

Thank you for making the workshops enjoyable and productive. We look forward to the 2014 workshops we have planned for you. If you have any questions or concerns, please speak to one of us.

Joanie Bellinghausen and Genelle Voorhees, Program Co-Chairs