

NEW ORLEANS LETTERING ARTS ASSOCIATION  
WORKSHOP POLICY

1. All voting members in good standing are eligible to attend workshops. They must however, abide by the requests of the instructor regarding the use of tape recorders, photographs, photocopies or other special equipment; prior approval must be made with the instructor. The instructor's rights will not be violated regarding instructions or the member will be excused from future workshops. Dismissal will be determined by the Board of Directors. Participants must provide their own supplies as requested by the instructor. Workshop handout materials are for workshop participants only.

2. Workshops will be filled in the following order: Members, then non-members.

3. Each workshop is filled on a first-check-received-basis, accompanied by registration form. All fees are payable in advance of the workshop. No money will be refunded within three (3) days of the workshop unless a waiting list is established and a substitute is found, and if, after checking with the workshop chairperson, no one is available from the waiting list, you may find a replacement. No money will be held for future workshops. Only the workshop chairperson or an appointee should be contacted concerning enrollment or cancellation of enrollment in a workshop.

4. In an extremely unusual situation, any adjustments regarding fees, refunds or extenuating circumstances for an Association member shall be decided by the Board of Directors on an individual basis. Workshop policies may be revised at the discretion of the Workshop Committee to reflect the specific requirements of individual workshops.

5. Registration will be closed ten (10) days before a workshop date. This will allow additional time, if the workshop does not fill, for the chairperson to call those who have paid and ask them if they are willing to pay an additional amount to cover costs and have the workshop instead of canceling it. Workshop fees are based on the instructors fees, transportation costs, room rental, and advertising, divided by 15 (the minimum number of participants to have a workshop).

6. A member hosting a workshop instructor shall be entitled to participate in only that workshop, free of charge, and will not be counted if the number of participants is limited. Hosting responsibilities include: transportation to and from airport, transportation to and from workshop, lodging, and meals during workshop. All restaurant food will be paid by the Guild for the instructor only. In general, the host/hostess will see to the customary needs of the instructor while in town for the allocated workshop duration.

7. All workshops will start promptly at the designated hour. Workshop time is 9 am – 5 pm each day, unless otherwise stated. On the first day, plan to arrive 15-30 minutes early to set up your space and be ready to work at 9 am. On the last day, the participants are to plan to stay 15-30 minutes later, to clear your space, clean the classroom and/or kitchen, including disposing of trash, sweeping, and arranging of tables and chairs.

8. As a courtesy to the instructor and other participants, please refrain from talking while the instructor is lecturing or demonstrating. A peaceful and quiet environment is appreciated when others are working. Put all cellular phones/pagers on silent/vibrate. Any phone calls should be taken outside the workshop room.

