

# Workshops and Classes



Many Workshops and Classes sponsored by the Artisan Guild are open to both members and non-members. Attendance is always on a first to respond basis. Unless advised otherwise in [Workshop Comments or Details area](#), here's how the process works:

## **For All:**

- 1) Email the Guild and tell us the workshop you would like to attend.
- 2) We will acknowledge receipt of your email.

## **For Members:**

- 3) You will be told if room is still available and provided payment instructions (payment is usually due soon after).
- 4) If room is no longer available you will be told your name was placed on a waiting list.

## **For Nonmembers:**

- 5) You will be told your name was placed on a waiting list until the registration deadline expires.
- 6) If room is still available after the registration deadline you will be told of your inclusion in the workshop/class and provided payment instructions (payment is usually due soon after).
- 7) If room is not available you will be told your name will continue to be carried on a waiting list.

## **Waiting List People:**

- 8) If openings unexpectedly come available you will be notified. Notification is on first to respond basis (see Step 1 above).

## **If you must withdraw from a Workshop/Class before the registration deadline:**

- 9) Notify the Guild immediately ([guild@artisansil.org](mailto:guild@artisansil.org)). You will be given a full refund.

## **If you must withdraw from a Workshop/Class after the registration deadline:**

- 10) Notify the Guild immediately ([guild@artisansil.org](mailto:guild@artisansil.org)). If there is a waiting list person who attends you will be given a full refund. If there is no waiting list you are responsible for finding a replacement or forfeiting your payment [note: non-member attendance rates apply if replacement is a non-member].