

FAQs about QC Workshops and Registration

Revision Date 9/6/11

What Workshops are being Offered and what supplies are needed for them? Complete descriptions of the Workshops are posted on the QC Website. Supply lists are posted on the Website as the teachers make them available.

For 2011-2012 we have a great line up of five different Workshops.

- Joe Cunningham “Where the Mild Things Are” - Sat 10/8 or Sun 10/9
- Diane Hire “Elegant Curvy Rectangles and Curvy Railroad Border” - Sat 1/21 or Sun 1/22
- Maggie Weiss “Thermo fax 101-Silkscreen Basics” – Sat 2/11 or Sun 2/12
- Katie Pasquini Masopust “Composition/Color/Value” – Sat 3/10 or Sun 3/11
- Carol Ann Waugh “Texture and Surface Design - Self Portraits” – Sat 4/7 or Mon 4/9

How much do the Workshops Cost? - The Workshops are \$50.00 each for QC members. Some Workshops have an additional materials fee which is paid to the instructor at the time of the Workshop. Check the Workshop descriptions to see if there are any other fees.

How Many Workshops can I take? - You may sign up for all 5 Workshops, however you may not get into all of them. Each session can accommodate only 20 spaces, for a total of 40 per Workshop. Our membership is over 400 so it is unlikely that everyone will be able to get every Workshop they would like. Our goal is to get most members into at least one or two Workshops – if at all possible their two highest priority choices. That is why we need you to rank order the Workshops you want to take (See **Registration Form** below). When more than 40 members want a Workshop we use this information to get you into those that are most important to you.

How is it determined who gets into a Workshop that more than 40 members want to take? - If more than 40 members want the Workshop the available spaces are allocated by a combination of 1) Position on the Signup Sheet and 2) Ranking of the Workshop on the Registration Form. For example - preference will be given to a member who ranks it as their 1st choice but is 55th on that Signup Sheet over someone who ranks it as their 4th choice but is 16th on that Signup Sheet. Last year all but 2 members got one of their first 2 choices and the vast majority got all of their choices.

For information on Signup Sheet see **Registration Process at the September Meeting** (below)
For information on Registration Form see **Registration Form** (below)

When must the Workshop be Paid For? - Workshops must be paid for when you register. At registration we accept payment for up to 2 Workshops. If you get into additional Workshops you will be informed later by email and need to make payment at that time. Spaces are not secure until paid for. Those that are not paid for within 2 weeks of notification will be given to the next member on the list.

Why can I only pay for 2 Workshops when I want to take more? – Since there are only 40 spaces in each Workshop there is a chance that you may not get into every Workshop that you want. Because the process of refunding money is very time consuming (and we would rather be quilting) we decided to bill you for additional Workshops if you got into them rather than have to refund excess money if you did not. When a Workshop is not completely filled by members who ranked it as their 1st or 2nd choice we contact those who had ranked it 3rd, on down until all the spaces are filled. In this case, you will receive an email advising you that there is a space available for you in the Workshop and asking you to send a check to secure your place.

How and when will I know if I have gotten into a Workshop? - Class Lists for the October Workshops will be posted on the Website by Sept 30th at the latest - for all other Workshops Class Lists are posted when they are finalized – i.e. when all 40 spaces are filled and paid for. The only members who will be notified directly are those who are taking more than 2 Workshops and need to pay the additional charges to secure their place.

Members can start checking the Website after the October meeting knowing that some Class Lists will be posted whereas others may take a while longer.

Are there Waiting Lists for Workshops that are filled? - Once a Workshop has been filled (and all the spaces secured by payment) we do not keep a Waiting List. As it gets closer to the Workshop date we recommend that you check the QC Yahoo group to see if anyone has a place that they are unable to use. It is not uncommon for places to become available for a variety of unanticipated reasons or for members to want to trade sessions. You can also use the QC Yahoo group to ask if anyone has a space available since not all members think to announce that they are unable to use their space.

What if I have paid for a workshop and can't take it? - If you want to sell, trade or give away your place it is your responsibility to find someone who wants it. The QC Yahoo group is a good place for letting members know that you have a place you are unable to use. As a courtesy please let the Class Assistant for your Workshop session know that you will not be coming and, when possible, who will be taking your space.

How do I sign up for Workshops? - Workshop Registration will start at 5:30 at the September 19th meeting (Show and Tell). Registration is on a first come first registered basis. Because we realize that all members may not be able to be there by 5:30 or to come in person on September 19th, there will be 2 other ways to register (see below):

What is the registration process at the September Meeting? – When you are registering at the September meeting there are four things that you need to do to register

- 1) Verify your QC membership and get your Membership Badge
- 2) Complete a Registration Form (see **Registration Form** below). You will make life easier for yourself if you complete the Registration Form at home (it can be downloaded from the QC website) however there will be forms at the ACA. Please be sure to fill in everything on the form even if it seems redundant
- 3) Sign the Signup Sheet for EVERY Workshop you want to take and get it's color-coded Ticket. To maximize your chance of getting into your high priority Workshops go to their tables first and sign their Signup Sheet.
- 4) Go to the Registration table and turn in your completed Registration Form, Color-coded Tickets and payment (\$50 for one or \$100 for two Workshops). You can pay for 2 Workshops on a single check (your "tickets" and payment will be stapled to your Registration Form). If you are paying by check for another member you must write a separate check which can be stapled to their Registration Form. If you plan to pay by cash please have the exact amount because we are unable to make change.

What are the Alternative ways to register for Workshops? - For members who cannot get to the September meeting by 5:30 pm there will be someone from 8:30-9:00 pm to take registration. For members who are not able to attend the September meeting it is also possible to register by mail. Your completed Registration Form (see below) and check (made out to Quilters Connection) must be received by 9/25. None will be opened before all of the registrations from the September meeting have been processed. Send your completed Registration Form and Check to: Susan Monjan, 42 Radnor Road, Brighton, MA 02135.

Registration Form – Why are there so many things to fill out on the? - The Registration Form is designed to find out:

- What Workshops you want to be in
- How important each one is to you
- What day you would prefer (or can) take the Workshop
- Who you would like to take it with
- If you want to be a Class Assistant.

During the process of making up the Class Lists the Registration Form is cut into separate sections for each Workshop. As a result it is vital that you CLEARLY PRINT not only ALL the Contact Information but also ALL of the information requested for EACH of the Workshops that you are interested in taking. Don't miss out on a Workshop because your name wasn't there or we couldn't decipher it to contact you about available space in one of your lower ranked Workshops. Similarly we need to know what days are best for you and who you want to take the Workshop with.

What are Class Assistants and what do they do? - Class Assistants attend for free but do not participate directly in the Workshop. The Class Assistant's sole role is to assist the instructor, helping with any setup and clean up, passing out materials, sometimes selling their wares (patterns, books, etc.) fetching lunch etc. Check the QC website for additional information about the responsibilities of the Class Assistant.

Being a Class Assistant provides exposure to the instructor but not direct hands on experience. On the Registration Form there are two ways to indicate that you would like to be Class Assistant. 1) Rank your preference for taking the Workshop but also put X in the Class Assistant Box or 2) Put an A (not number) in the Rank Box, indicate the days you are available, and put X the Class Assistant Box.