

**FAQs about QC Workshops and Registration**  
**Revision Date 8/23/10**

**What Workshops are being Offered and what supplies are needed for them?** – Complete descriptions of the workshops are posted on the QC Website. This year we have seven different speakers, and each is conducting two separate workshops – one on Saturday and one on Sunday. Supply lists will also be posted on the Website as the teachers make them available.

We have a great line up of Workshops and Programs for 2010–2011

1. Esterita Austin (Misty Fuse) “portraiture” – Sat 10/23 or Sun 10/24
2. Sylvia Einstein “Magic Squares” – Sat 11/6 or Sun 1/7
3. Pat Delaney “Mock Applique” – Sat 1/15 or Sun 1/16
4. Jennifer Beaven “Paint, Stitch and Embellish” – Sat 2/26 or Sun 2/27
5. Sylvia Naylor “Capturing Summer to Create Floral Quilts with Organza” – Sat 3/19 or Sun 3/20
6. Ursula Kern “Bugs and Flowers Created in Irregular Polygons” – Sat 4/9 or Sun 4/10
7. Geri Barr “Journal Quilts” – Sat 5/14 or Sun 5/15

We have three International Speakers/Workshops: Sylvia Naylor (Canada), Ursula Kern (Switzerland) and Geri Barr (Australia)

**How Many Workshops can I take?** – You may sign up for as many workshops as you want, however it is unlikely that you will get into all of them. Each workshop date can accommodate only 20 spaces, or 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 people into at least one or two workshops – if at all possible their two highest choices. That is why we need you to rank order the workshops you choose – that way we can make every effort to get you into those that are most important to you.

**How much do the Workshops Cost?** – The workshops are \$50.00 each for QC members.

**When must they 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 and can make payment then. Spaces will not be held if they are not paid for.

**Why can I only pay for 2 workshops when I want to take more?** – In an effort to give all QC members the chance to attend at least 1 workshop, we have asked you to rank your workshop preferences. We will try to match QC members 1st and 2nd choices with workshop places and fill them accordingly. 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 will I know if I got into a Workshop?** – We will not know until the registration process is completed who is in the workshops. If a workshop is not completely filled by members who had it ranked as their 1st or 2nd choice we will fill the remaining places by rank ordering. In this case, you will receive an email advising you of this and asking you to send a check to secure your place.

**How will I know if I have gotten into a Workshop?** – Class Lists for the October workshops will be posted on the Website by Oct 10th at the latest and for the November workshops as soon after that as possible. For all other workshops Class Lists will be posted as they are finalized – 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. The only people 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.

**How do I sign up for Workshops?** – Workshop Registration will start at 6:30 at the September 20th meeting (Show and Tell). Registration is on a first come first registered basis. Because we realize that all members may not be able to come in person on September 20th, there will be 2 other ways to register (see below):

**What is the actual registration process?** – There are four steps you need to do to register

- Verify your QC membership and get your Membership Badge
- Sign the clipboard for EVERY workshop you want to take and get its colored "ticket"
- Complete a Registration Form. 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
- Go to the Registration table and turn in your completed Registration Form, "tickets" and payment (\$50 for one or \$100 for two workshops). Your "tickets" and payment will be stapled to your Registration Form. You can pay for 2 workshops with a single check. However, 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.

**Why are there so many things to fill out on the Registration Form?** – The Registration Form is designed to accomplish many purposes. It is designed to find out 1) what workshops you want to be in, 2) how important each one is to you, 3) what day you would prefer (or can) take the workshop, 4) who you would like to take it with, and 5) if you want to be a class assistant. During the process of making up the Class Lists the Registration Form is cut apart into separate sections for each workshop. As a result it is vital that you clearly fill out all of the information for each of the workshops that you are interested in. Don't miss out on a workshop because we couldn't read your name (or determine how you ranked it, your preferred day, etc).

Be sure to fill out ALL of your contact information, otherwise we will not be able to inform you if you have gotten into additional workshops

**What are the Alternative ways to sign up for Workshops?** – For members who cannot get to the September meeting at 6:30 pm there will be someone from 8:30–9:00 to take registration. For members who are not able to be at the September meeting it is also possible to register by mail. Your completed Registration Form and check (made out to QC) must be received by 9/27 and 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.

**How is it determined who gets into a Workshop that more than 40 members want to take?** – Each of the 7 workshops has 40 spaces available – 20 on Saturday and 20 on Sunday. If more than 40 members want the workshop the available spaces are allocated by a combination of 1) Position on the Signup List 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 List over someone who ranks it as their 4th choice but is 16th on that Signup List. In practice last year all but 2 members got one of their first 2 choices and the vast majority got all of their choices.

**Are there Waiting Lists for Workshops that are filled?** – We are unable to keep Waiting Lists – however it is not uncommon for places to become available. We recommend checking the QC Yahoo group to see if anyone has a place that they are unable to use.

**What if I have paid for a workshop and can't take it?** – If you want to sell (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 to sell/give away.

**What are Class Assistants and what do they do?** – Class assistants attend the workshop without cost. The class assistant is available to assist the instructor, passing out materials, sometimes selling their wares (patterns, books, etc.) fetching lunch and helping with any setup and clean up. Check the QC website for the responsibilities of the Class Assistant.