

QC Workshop Registration

October 19, 2015

6:00-6:45 PM

LaCava Conference Center at Bentley University on the third floor

General Information

- Five Workshops are being offered this year. Members may register for all 5 Workshops
- 1 day Workshops are \$55 and 2 day workshops are \$125
- Detailed information including descriptions, pictures, supplies, dates, locations, FAQs and the Registration Forms are available on the Workshop page at www.QuiltersConnection.org

Prior to October Meeting

- Make Registration easier – complete the Workshop Registration Form at home (it can be downloaded from the QC website). There will also be copies at the meeting if needed.
- Print clearly **everywhere!!!!** – The Registration form will be cut into 7 separate sections so print your name for each Workshop that you want to take as well as under “Contact Information”. Don’t miss out because your name wasn’t on that Workshop section or we couldn’t decipher it.
- Bring exact payment (Cash or Check) to the meeting – If you are paying by check make it out to Quilters Connection. You can pay for a maximum of 2 Workshops on a single check.

At the October Meeting

When registering at the October meeting there are four steps

- 1) **Membership** – Verify your QC Membership and get your Membership Badge – you must be a fully paid QC member to signup for a Workshop during registration.
- 2) **Registration Form** – Complete a Registration Form. Forms can be downloaded from the QC Website and also will be available at the meeting.
- 3) **Signup Sheets & Tickets** – For each Workshop there is a volunteer with the Signup Sheet and Ticket for that Workshop. You need to sign the Sheet for every Workshop you want to take. We recommend that you sign the Sheets of your highest priority Workshops first. Your position on the Signup Sheet will be used to determine if you get into an Over-subscribed workshop. Once you have signed the volunteer will give you the Color-coded Ticket for that Workshop.
- 4) **Payment** – Go to the Registration table, show your Membership Badge, and turn in your completed **Registration Form, Tickets and Payment**. You can pay for 2 Workshops on a single check. Your payment will be \$55, \$110, \$125, or \$180 depending on the cost of the workshops you have prioritized as 1 and/or 2.

Your Color-coded 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 so that it can be stapled to their Registration Form. If you plan to pay by cash have the exact amount because we are unable to make change.

Additional Information

- Mail In Registration – for information see the FAQs on the QC Website
- Class Lists – Initial Class Lists are posted ASAP on the QC Website under the specific Workshop. Final Class Lists are posted the week before the Workshop (see FAQs).
- Refunds – There are no refunds and we do not keep Waiting Lists for the Workshops. It is your responsibility to gift, trade or sell your space (see FAQs) if you are unable to attend.