



Workshop Guidelines

Workshop Checklist

- Include a check or money order for each workshop with the current date, payable to **SDFC**.
- If you are not yet a member of SDFC and wish to join, please include your membership application and a separate check for your dues.
- The materials fee will be collected at the workshop – do not include fee with check.
- Write the name of the workshop on each check.
- Include one self-addressed stamped envelope **per** workshop if e-mail address was omitted.
- Gift certificates will be subject to the same rules as all other registration.

Registration and Refund Policy

Class size is limited and each workshop is filled on a first-paid basis. To register, send the registration form at the bottom of each workshop flyer with payment to the workshop coordinator listed on the registration form. Telephone calls or e-mail registration will not be accepted. Once the workshop is filled, additional applicants are placed on a waiting list in the order in which their checks were received. They will be notified if a workshop space becomes available.

Once you are registered for a workshop, you cannot cancel and receive a refund unless your seat is filled from the waiting list. If you must cancel, contact the workshop coordinator as soon as possible. A \$20 processing charge will be deducted from a refund per cancellation. If the workshop doesn't fill, a refund will not be granted.

Check individual flyers for workshop specifics. Approximately two weeks prior to the workshop, you will receive the supply list, class roster, and directions to the workshop.

Child Care

Adequate facilities for childcare are not available, nor should children be brought to workshops.

Workshop Objectives

SDFC workshops are designed to attract wide audience participation; offer workshops with local, national and international instructors; build skill levels for continuing growth; increase confidence; introduce or hone skills that will produce entries for guild exhibits; encourage and provide teaching opportunities for local instructors; and add enjoyment through the practice of calligraphy and its related art forms.

Please contact the Workshops Chairperson, workshops@SDFCOnline.com if you have any questions.