

EMBROIDERERS' GUILD
COTSWOLD BRANCH
WORKSHOP BOOKING PROCEDURE 2017
(PLEASE READ CAREFULLY)

Workshop Time: 10.00am-4.00pm (Doors open 9.30am)

Workshop Fee: £23 for members, £28 for non-members

Any extra charges for materials and/or equipment on the day will be included in the workshop description wherever possible. Students should note that tutors often have (tempting) items to sell.

The procedure for booking a one day workshop is intended to benefit all members, including those who join the Branch later in the year. Due to the popularity of the workshops, members are asked to follow the procedure set out below.

Please contact **Janet Williamson, Workshop Booking Secretary** (Details on page 8) by telephone or email to book, or enquire about a place.

NB: No telephone calls after 8.00pm, please.

All agreed bookings must be followed by payment in full to Janet within seven days to secure your place.

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At the Christmas Social on 10th December 2016, bookings will be taken by Janet for the January 2017 workshop ONLY. Otherwise, book your place by telephone or email as soon as possible.

From 2nd January 2017, bookings will be taken for February, March and April 2017 workshops.

From 1st March 2017, bookings will be taken by for the May, July and August 2017 workshops.

From 1st June 2017, bookings will be taken for the September, October and November 2017 workshops.

Cheques should be made payable to 'Embroiderers' Guild – Cotswold Branch'. On the **back of the cheque please write the month of the workshop you are paying** for. If you require a receipt, please enclose a stamped self-addressed envelope. Payment can also be made by Bank Transfer, please ask for details.

Requirements lists for workshops will be sent via email. If you do not have email facilities, please send a stamped self-addressed envelope (at least 22cms x 11cms

or 8½”x 4¼” in size) to Janet for the list to be posted to you nearer the date of the workshop.

Other information:

- There is a car park at The Reddings Community Centre which has three marked parking bays for the disabled near to the building’s entrance. Other facilities: a kitchen with basic equipment (including a kettle), toilet for the disabled, and in the main hall there is a Hearing Loop. The Centre is on one level and accessible by wheelchair.
- At least one committee member will attend each workshop.
- Six weeks prior to the workshop, any available places will be offered to non-members and other groups. If the workshop still has low numbers, a decision has to be made as to whether all the costs can be met. If there are insufficient funds, then the workshop may be cancelled and refunds or credits given.
- If a member has made full payment for a workshop and wishes to cancel the place, a full credit will be given only if this is done six weeks before the workshop, or if another member takes up the place; no refund can be made. Credits must be taken within six months.
- Please take newspaper and plastic sheeting to protect tables if necessary; a hairdryer is also useful.
- At the end of the afternoon all participating members are asked to ensure that the hall and kitchen are left clean and tidy – this includes dismantling tables and putting them away in the store cupboard along with folding chairs, sweeping the floor and removing rubbish.

We thank you for your co-operation and hope you enjoy your chosen workshop.