

REGISTRATION POLICY AND PROCEDURES

1. **Affiliated guild members register first; non-members register during open registration. (see #7) Registrants must be at least 18 years old.**
2. **We accept NO oral registrations, class requests or cancellations. Everything must be in writing. All change requests must go through the Guilders' Weave chairman.**
3. **You must use the registration form provided. ONE registration per envelope only.**
4. **Get your registration in on time, attendance is limited.**
5. **The registration fee includes lunch on Friday and Saturday, the banquet on Saturday evening, classroom space rental and all other event activities.**
6. **Choose the classes you want for each day, in order of preference. Select only those classes you are willing to take. You are responsible for paying for all classes to which you are assigned. List several classes for each day. The more choices, the better your chances. If all your selections are filled, you won't be assigned a class on the day. Select class consistent with your skill level.**

SKILL LEVELS: Please be accurate in evaluating your skill level to prevent frustration to yourself, the teacher, and other students in your class. Note the emphasis on "materials being used" in the class descriptions.

BEGINNER—Little or no weaving experience with the material being used. These classes are for people who are new to basket weaving or still need to learn/practice basic skills. Your basic skills need a little more defining and developing.

BEGINNER/INTERMEDIATE—Still a beginner, but you are ready for something more challenging, a new material or a new weaving technique.

INTERMEDIATE—Skilled at basic techniques with the materials being used. Most weavers who have made several baskets using different styles and materials will fall into this group. Basic weaving skills are already mastered. Choose classes from this level that will allow you to fine tune a skill or work on developing another. Recommended for students who may be more advanced in other areas but have not made a basket of a style or worked with this type of material.

INTERMEDIATE/ADVANCED—Still an intermediate weaver but you are ready to try something more challenging.

ADVANCED—Mastered all weaving skills and ready to try new techniques, fibers, shaping and creative methods of weaving. These classes are for weavers whose skills are already developed in many areas. You can handle almost all types of constructions and materials. You are looking for those real challenging projects.

7. **Member Registration: Affiliated guild members' (dues must be current) registration forms must be postmarked between September 1st and 15th. You must list your guild affiliation. These forms will be processed, and classes assigned beginning with the postmark date of Sept. 1st. Applications with an early postmark will be held until Sept.16th. Notification will be mailed as soon as class assignments**

are completed. If you miss the member registration period, you may still register through Sept. 26th (open registration).

Open Registration—Non-members should mail registration forms between Sept. 16th and 26th ONLY. These forms will be processed, and classes assigned based on the postmark. Notification will be mailed as soon as class assignments are completed. If all classes are filled, registrants will be placed on a waiting list and notified as vacancies occur.

8. Cancellations & Refunds: All change requests must go through the GW Chairman. Registration cancellations (see #2) received prior to November 20th will be entitled to a refund, less a \$20 processing fee. No refunds will be issued after that date. Please note that individual teachers determine how to handle their class fees for cancellations. Hotel cancellations must be communicated directly through the hotel. Determination to cancel the event will ONLY be made by the chairperson, entirely at their discretion. If this occurs, the information will be posted on TBG's website by 6:00 p.m., Wednesday, January 13th and one contact from each guild will be notified. The individual guilds are then responsible for communicating that information to their members. Non-guild registrants must access the website to keep informed.

9. Include a self-addressed, stamped legal sized envelope with registration. You are responsible for the class fees for every class you are assigned. Payment must be made by the date stated or all classes are forfeited.

10. Send your completed registration form, the signed waiver, registration check made payable to Tidewater Basketry Guild (TBG) for the correct amount, and the self-addressed envelope to:

**Wendy Holcombe
520 Robert Frost Road
Chesapeake, VA 23323**

PLEASE BE SURE YOUR INFORMATION ON THE FORM AND CLASS CHOICES ARE ALL CORRECT AND LEGIBLE!! ONE REGISTRATION FORM PER ENVELOPE.