

## 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.
3. You must use the registration form provided.
4. Get your registration in on time as 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. List the classes you want 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 choices for each day - the more choices indicated, the better your chances.** If all your preferences are filled, you won't be assigned a class on that day. Select classes consistent with your skill level. (SEE BELOW)
7. **Member Registration:** Affiliated guild members' 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. 15<sup>th</sup>. Notification will be mailed as soon as class assignments are completed. If you miss the member registration period, you may still register through September 26 (Open Registration).  
**Open Registration:** All others should mail registration forms between September 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 wait list and notified as vacancies occur.
8. **Cancellations & refunds:** Registration cancellations (see # 2) received prior to November 26th 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 to the hotel. Determination to cancel the event itself will *ONLY* be made by the Chair entirely at her discretion. If that occurs, the information will be posted on TBG's website by 6 PM Wednesday, January 13th and one contact from each guild will be notified. The guilds are then responsible for communicating that information to their group. Non-guild registrants must access the website if in doubt.
9. Include a self-addressed, stamped envelope. Remember, 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, your check made out to TBG in the correct amount, and the self-addressed, stamped envelope to:

Jamie Van Oekel  
324 Woodberry Dr.  
Chesapeake, VA 23322

757-436-6725  
guildersweave@tidewaterbasketryguild.org

**Please ensure your registration form is legible and accurate!**

**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 "material being used."

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|--------------------------|---|
| 1. Beginner              | Little to no weaving experience with the <u>material</u> being used.                              |
| 2. Beginner/Intermediate | Still a beginner but ready for something more challenging.  |
| 3. Intermediate          | Skilled at basic techniques with <u>material</u> being used.                                      |
| 4. Intermediate/Advanced | Still an intermediate weaver but ready to try something more challenging.                         |
| 5. Advanced              | Master of all basic skills and ready to try new techniques, fibers, shaping and creative methods. |