

# WORKSHOP REGISTRATION FORM

Name of Workshop: \_\_\_\_\_

Date of Workshop: \_\_\_\_\_

Your Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail for Supply List: \_\_\_\_\_

Payment Method: \_\_\_\_\_ Check **(Please note the Name of Workshop on your check)**

Make checks payable to: [Palmetto Quilt Guild, Inc](#)

Send your check & registration form to: **P.O. Box 21558  
Hilton Head Island, SC  
29925-1558**

The Program Chair will email the Workshop Information and Supply List when available.

If you have any questions about the new Workshop Registration Process, please contact [PalmettoQuiltGuild@gmail.com](mailto:PalmettoQuiltGuild@gmail.com).

## Workshop Cancellation Policy:

### Cancel 2 months or more before workshop:

Receive a full refund, or apply payment to a future class, or sell your workshop place to another member.

### Cancel prior to one month before workshop:

No refund. Apply payment to a future class or sell your workshop place to another member.

### Cancel one month or less before workshop:

No refund. No payment to future class. You may sell your workshop place to another member.

**Your submission of this Registration Form confirms that you have read and agree to the Cancellation Policies.**

## Quilting Workshop Guidelines:

- Workshops will be open by 8:00 am on the workshop day. Please arrive NO LATER than 8:45 am to be set up and ready to begin promptly at 9:00 am.
- Workshops run until 3:30 PM. Please plan on remaining until that time.
- Bring all of the required items on the Supply List. Quilters are generous people and love to share – up to a point. Please come prepared.
- If the workshop requires a sewing machine, it must be in working order before coming to the workshop. The instructor will not be able to help you, and you will lose precious workshop time trying to get it to run properly.
- Bringing an additional light is always best.
- Bring a long extension cord and/or electric bar to plug in your machine, light and iron.
- Please bring your lunch/beverage to the workshop.