

## **Registration Information and Instructions:**

### **REGISTRATION CLOSES MARCH 11, 2024**

The workshop registration fees (classes) are separate from the lodging and meal fees. You must choose a **registration option** and a **meal** option. Lodging is booked directly with the hotel, please remember to book your room (feel free to make arrangements with other tatters to share a room). All selections must be made at time of registration. Complete the information requested on the registration form and select your classes. Enclose a check or money order with this form and mail to the address at the bottom of the form. Send PayPal payment for online registration to **shuttlebirdstg@gmail.com**

Registration will be processed upon receipt of payment by check or PayPal. Payment must be received within 48 hours for PayPal or 7 business days for US mail. If payment is not received within this time frame, your registration will be processed based on the date payment is received.

**Workshop Registration Options** – includes up to 3 classes per day

Friday & Saturday or Friday only or Saturday only

#### **Meal Options**

Meal prices are **per person**.

These are contracted packages, and we are unable to make substitutions or give discounts for meals not taken once selected.

#### **Additional Information:**

##### **Emergency Contacts:**

Please provide the names and phone numbers of two contacts in case of an emergency. We are required to have a log of emergency contacts for everyone at the workshop.

##### **Scent Free Event:**

As a consideration to those with allergies, please remember no perfumes, scented lotions, after shave, scented hair spray, essential oils, etc.

##### **Smoking:**

No smoking is permitted. Our venue is a 100% Smoke Free Hotel.

##### **Arrival / Departure Times:**

You may begin arriving at Quality Inn **no earlier** than 4:00 pm on Thursday. Check-in time will be as follows:

Thursday 4:00 – 5:15 pm and 6:30 - 9:00 pm

Friday 8:30 - 9:00 am

Saturday 8:30 - 9:00 am

Check-out time for the rooms is 12 pm.

##### **Cancellation Policy:**

Sometimes life happens and we understand. Cancellation requests will be refunded as follows:

received: prior to March 1 full refund of all registration and meal fees

March 1 - 31 50% refund of registration and meal fees 50%  
refund of class kit fees, shirt and tote orders – if  
requested, otherwise they will be mailed after the workshop

April 1 and later no refund – shirts, totes and class kits will be mailed after the  
workshop

Please allow 2-4 weeks for the refund to be issued.

##### **Questions:**

If you have any questions, please ask before submitting your registration.

shuttlebirdstg@gmail.com