

PROGRAM POLICIES

- **PROGRAMS AND/OR LECTURES FEATURING PAID SPEAKERS ARE FREE TO ALL OPQG MEMBERS IN GOOD STANDING.**
- **GUESTS AND VISITORS WILL BE CHARGED A FEE FOR ANY PROGRAMS FEATURING PAID SPEAKERS, UNLESS THEY JOIN THE OPQG ON OR BEFORE THE DAY OF THE PROGRAM. THEY WILL NOT BE CHARGED FOR ANY PROGRAMS THAT DO NOT FEATURE A PAID SPEAKER.**
- **GUESTS AND VISITORS ARE WELCOME TO ATTEND TWO PROGRAMS. THEY WILL BE INVITED TO BECOME MEMBERS UPON THEIR THIRD VISIT.**
- **WORKSHOPS PRESENTED BY PAID INSTRUCTORS WILL BE OPEN FOR REGISTRATION NO EARLIER THAN SIX (6) MONTHS PRIOR TO THE SCHEDULED WORKSHOP.**
- **REGISTRATIONS AND DEPOSITS FOR WORKSHOPS SHALL BE ACCEPTED AT THE GENERAL MEMBERSHIP MEETINGS OR BY MAIL.**

- **FOR AN ADDITIONAL CHARGE, NON-MEMBERS MAY REGISTER FOR WORKSHOPS IF OPENINGS ARE AVAILABLE. THE ENTIRE BALANCE WILL BE DUE AT THE TIME OF REGISTRATION. NON-MEMBERS MAY REGISTER NO SOONER THAN ONE MONTH PRIOR TO THE SCHEDULED WORKSHOP TO ENSURE THAT MEMBERS HAVE AMPLE TIME TO REGISTER.**
- **ALL MEMBER REGISTRATIONS FOR WORKSHOPS WILL BE TAKEN ON A FIRST COME, FIRST SERVED BASIS.**
- **WAITING LISTS WILL BE KEPT FOR ANY WORKSHOPS THAT ARE FULL. A DEPOSIT WILL BE CHARGED WHEN AN OPENING IS AVAILABLE MORE THAN ONE MONTH IN ADVANCE. THE ENTIRE BALANCE WILL BE DUE IF THE OPENING IS AVAILABLE WITHIN ONE MONTH OF THE SCHEDULED WORKSHOP.**
- **A DEPOSIT IS REQUIRED FOR ALL WORKSHOPS AND MUST BE PAID AT THE TIME OF REGISTRATION. THE DEPOSIT WILL BE ONE HALF OF THE TOTAL COST OF THE WORKSHOP. THE BALANCE IS DUE ONE MONTH BEFORE THE WORKSHOP IS SCHEDULED.**
- **WE ASK THAT CANCELLATIONS BE MADE WITH AT LEAST 7 DAYS NOTICE WHENEVER POSSIBLE.**

- **DEPOSITS WILL BE REFUNDED ONLY IF THE CLASS IS FULL OR IF A REPLACEMENT CAN BE FOUND.**
- **INFORMATION AND SUPPLY LISTS FOR ALL CLASSES ARE AVAILABLE ON THE OPQG WEBSITE. A PRINTED COPY WILL ALSO BE POSTED.**
- **PLEASE ENSURE THAT ALL LISTED SUPPLIES ARE AVAILABLE PRIOR TO ATTENDING THE WORKSHOP. BE SURE THAT ALL PERSONAL PROPERTY IS IN WORKING ORDER AND PROPERLY LABELED WITH YOUR NAME.**
- **WORKSHOPS ARE NORMALLY SCHEDULED FOR THE DAY FOLLOWING THE GENERAL MEETING. HALF DAY WORKSHOPS ARE GENERALLY HELD ON THE AFTERNOON FOLLOWING THE PROGRAM UNLESS OTHERWISE STATED.**
- **CASH OR CHECKS MADE OUT TO OPQG ARE ACCEPTED AS PAYMENT. VOUCHERS THAT HAVE BEEN EARNED MAY BE USED FOR DEPOSITS OR FOR THE ENTIRE BALANCE DEPENDING ON THE VALUE OF THE VOUCHER.**
- **VOUCHERS MAY BE EARNED BY VOLUNTEERING TO HOUSE A SPEAKER DURING THEIR STAY. THE SPEAKER MUST BE IN AGREEMENT AS PER THEIR CONTRACT, AND ARRANGED IN ADVANCE.**

- **REFUNDS WILL BE GIVEN ONLY IF THE CLASS IS FULL OR IF A REPLACEMENT IS FOUND.**
- **MEMBERS ARE REMINDED TO BE RESPECTFUL OF OUR GUESTS AND SPEAKERS BY NOT TALKING DURING THEIR PRESENTATION.**
- **SUGGESTIONS FOR FUTURE PROGRAMS ARE ALWAYS WELCOME AND ARE ENCOURAGED! NEW IDEAS ARE WHERE GREAT PROGRAMS START!**
- **HAVE FUN, LEARN NEW TECHNIQUES, AND MAKE NEW FRIENDS!**
- **ATTENDING WORKSHOPS WITH NATIONALLY KNOWN QUILTERS IS A GREAT WAY TO IMPROVE YOUR SKILLS, AND IS A VALUABLE ASSET OF YOUR MEMBERSHIP.**
- **PARTICIPATING IN THE MANY PROGRAMS, WORKSHOPS, SMALL GROUP ACTIVITIES AND OTHER EVENTS AS WELL AS THE GENERAL MEETINGS IS IMPORTANT TO KEEP OUR GUILD ACTIVE AND AVAILABLE TO ALL!**

YOUR CONTINUED SUPPORT AND INVOLVEMENT IN OUR GUILD IS GREATLY APPRECIATED!