**ATLANTA FRIENDS OF THE ALPHABET**

**IN-PERSON Workshop Registration Form**

A $50 non-refundable deposit is enclosed with my application to reserve my spot in this workshop. I understand that if I have to cancel, my deposit will only be refunded if someone else takes my place.

**Payments,** along with completed Workshop Registration Form, can be sent to the Treasurer in three ways.

**1) Snail Mail:**

FOTA Workshop c/o Barbara Leasure, 30 Mimosa Court, Oxford, GA 30054

**2) Electronic Transfer** to: bal\_jmh@bellsouth.net

Accepted Methods: Zelle/Popmoney and \*Venmo

\*Venmo use @ATL\_FOTA (Barbara Leasure)

**3) Online bill bay through member's banking institution.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Workshop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tuition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a FOTA member? YES \_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_

What in particular interested you in taking this workshop? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your level of experience in calligraphy? Please list the broad edge styles (i.e.Italic, Blackletter, Neuland) or pointed pen styles (i.e. Copperplate, Spencerian) that you have studied, and indicate your skill level for each one. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

➢ BEGINNER: Little or no experience

➢ INTERMEDIATE: Competence in a lettering style and knowledge of various lettering tools ➢ INTERMEDIATE/ADVANCED: Knowledge and skills of several lettering styles and lettering tools and writing confidently

➢ ADVANCED: Experienced lettering skills and proficiency in several lettering styles

**Refunds of the balance are given only under the following circumstances:**

• If someone takes a registrant’s place – replacements will be sought first from the waiting list, and then by soliciting other members and guilds.

• In the case of a death in the immediate family – defined as a spouse, child, or parent

• If the workshop is canceled.

Refunds of any kind will be reimbursed after the workshop has taken place and all expenses have been submitted. Refunds only; member may not request credit for future workshops.

**ATLANTA FRIENDS OF THE ALPHABET**

**IN-PERSON Workshop Registration Guidelines**

**Registration**:

• Registration is open to all members when the workshop is announced.

• Registrants will be added to the participant list in order of deposits received. If the workshop is full, individuals will be added to the waiting list. (See deposit information below.)

• There are no shared registrations permitted. In fairness to the instructor, it will be expected that all participants plan to attend the full workshop.

**Deposits:** Deposits, along with Registration Form, can be sent to the Treasurer in three ways.

**1) Snail Mail:**

FOTA Workshop c/o Barbara Leasure, 30 Mimosa Court, Oxford, GA 30054

**2) Electronic Transfer** to: bal\_jmh@bellsouth.net

Accepted Methods: Zelle/Popmoney and \*Venmo

\*Venmo use @ATL\_FOTA (Barbara Leasure)

**3) Online bill-pay through member's banking institution.**

• A non-refundable deposit of $50 per workshop is required to hold a place in the workshop.

• Check must be made payable to Friends of the Alphabet or FotA, and dated the day of registration. Postdated checks will not be accepted. Include the name of the workshop on the notation line.

• Each individual will be notified of his/her status by the Treasurer via email when his/her check arrives.

• Checks will be deposited upon arrival. Note: The checks of individuals who are placed on a waiting list will be deposited when a place becomes available. If no place opens, the check will be returned or destroyed.

**Workshop Fees:**

• Membersʹ Fee is the announced fee; non‐members’ fee is an additional $20.00

• The additional $20.00 is not the Guild’s membership fee. If a non‐member wishes to become a member of the FotA, they may join by paying the Guild Dues ($24) in a separate transaction.

• The balance of workshop fee is due 30 days prior to workshop. Refunds of the balance are given only under the following circumstances:

• If someone takes a registrant’s place – replacements will be sought first from the waiting list, and then by soliciting other members and guilds.

• In the case of a death in the immediate family – defined as a spouse, child, or parent.

• If the workshop is canceled.

***Note:*** *In the case of a workshop cancellation, the deposit and the remainder of the workshop fee, if collected, will be returned.*

**Cancellation of the workshop:** The workshop will be cancelled if the minimum number of registrants have not sent in their deposits.