



# SPOTLIGHT POLICIES

## **GENERAL INFORMATION**

Spotlights are mini-workshops (1-day or less) for current and prospective Guild members. They are designed for beginning calligraphers and Guild members who would like a quick refresher in a calligraphic hand or technique. Calligraphers who might be accomplished in other styles may wish to sample a new script or application at a Spotlight.

Spotlight instructors are often members of the Guild themselves who have skills they are willing to share.

Pen Dragons generally offers one or two of these opportunities per year at a cost of approximately \$25-\$30.

## **REGISTRATION**

A flyer is emailed to Guild members with registration information about four to six weeks prior to a Spotlight date. Please pay attention to opening and closing dates in the flyer. If the Spotlight has not filled by one to two weeks prior to the closing date, non-members may be allowed to register. At that time, members are encouraged to extend an invitation to a friend or acquaintance they feel is a potential member.

ALL registrations are accepted in the order in which they are received.

## **PAYMENT**

At the time of registration, a completed registration form and payment in full is required. Verbal or electronic notification of intent does not constitute registration.

Payment must be by check made payable to 'Pen Dragons.'

If joining or renewing membership in the Guild at the time of registration a separate check and Membership Form (downloadable from the 'Join The Guild' page of this website) should be sent to the address on the form.

## **CANCELLATIONS**

Registrants should consider payment to be non-refundable.

In the event of a late cancellation due to a medical or other emergency, a refund of all or part of registration fee may be requested.

Any request for return of registration fees will be dealt with by the Board on an individual basis.