

# Workshop Etiquette

- ◆ Workshops begin promptly at 9 a.m. with set up starting at 8:30.
- ◆ Please come prepared with items as listed on the supply list.
- ◆ Silence your cell phones and other electronic devices. Cell phone calls can be returned outside the building.
- ◆ Bring your lunch. Don't plan on going out to get lunch as some instructors continue providing information during the lunch hour. Luther Burbank Art and Garden Center does have a stove, oven, microwave and refrigerator available for our use.
- ◆ Please ask consent from the instructor prior to doing any photography.
- ◆ All designs, handouts and instructions are copyrighted and owned by the instructor. Each instructor has specific policies as to how their designs, handouts and instructions may be used outside the workshop. Please check with the instructor prior to sharing the workshop materials with others.
- ◆ Please take a few minutes at the end of the workshop to help with general clean-up of the room. This would include returning chairs and extra tables to the storage closet, vacuuming if needed, emptying garbage and putting the room put back in the same configuration as found.
- ◆ Be considerate of those who are sensitive to odors by refraining from wearing colognes and scented products.
- ◆ Workshop fees are non-refundable unless there is a waiting list. If you are unable to attend, you may opt to give the workshop to a friend.
- ◆ **THE WORKSHOP IS A CLOSED WORKSHOP.** If you are not enrolled in the workshop **DO NOT** stop by to share lunch, talk with the instructor or friends or see how the projects are developing.

We hope you come and enjoy this year's workshops!

Janice Rodgers, Program & Workshop Chair