



WORKSHOP REGISTRATION FORM

Email confirmations will be sent in one week along with further workshop details. Registration is available online. This form is for snail-mail should you so choose.

Please print clearly and fill out this form completely:

Name: _____ Date: ____/____/____
 Street Address: _____ State: _____ Zip: _____
 Phone: _____ Is this a cell phone? YES NO Email: _____
 Name of Workshop: _____
 Instructor: _____
 Date(s) of workshop: _____ Tuition Amount: _____ Member \$ Non-member \$
 Are you applying for a scholarship? YES NO (Scholarship applications can be found on our website.)
 Are you a PSC member? YES NO *** Have you taken a workshop from PSC before? YES NO
 Where did you hear about this workshop? _____
 What in particular interested you in taking this workshop? _____

What is your level of experience in calligraphy? _____ (Don't be overly humble!)

- ❖ **BEGINNER:** Little or no experience
- ❖ **BEGINNER/INTERMEDIATE:** Knowledge of a script and how to use a broad-edge lettering tool
- ❖ **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

Enrollment Confirmation: After the minimum number of registrations have been received you will be notified whether you have a spot in the workshop. Priority is given to members in good standing at the opening of the registration period for the first seven days from that date. A PSC member in good standing is defined as a member who has paid dues at least 30 days prior to the opening date of workshop registration. If the workshop reaches the maximum number of participants, a wait list will be kept. A supply list, directions to the workshop, and workshop guidelines and sign up information for volunteer jobs will be sent along with confirmation via email.

Scholarship applications can be found by clicking on the Workshops tab on the workshop page of our website.

Cancellation Policy: If a student needs to cancel their enrollment in the workshop a 50% refund will be given. The costs and effort in running a workshop include payment of the instructor, travel costs, rental of venue, and supplies for the workshop. 50% of the tuition helps cover these costs and allows the workshop to be held even if there are fewer participants due to cancellations. If you are able to find someone at the skill level appropriate to the workshop to take your place, you will receive a 100% refund with the approval of the chair. 100% refund will be given after the workshop takes place if the cancelled spot can be filled from the wait list.

*** The additional fee for non-members provides you with a yearly membership in the Portland Society for Calligraphy. Please print and fill out the new membership form from the website and include with your workshop registration and tuition.

Please send a check for the tuition amount payable to
 The Portland Society for Calligraphy and this completed form to:
 Mark Kaufman, Workshop Co-Chair, 2836 NE 13th Avenue, Portland, OR 97212
 Questions: Contact Mark Kaufman at kaufmanm2@mac.com
