

# Workshop FAQ (frequently asked questions)

Bill Van Gilder Demo-Workshop October 8, 9, 10, 2009

---

## GENERAL WORKSHOP INFORMATION

### ***Do I have to register on-line?***

No, unless you are a Guild member and want to take advantage of the "Working Member" discount\*, you can register through the college's conference center during school hours. The number is provided on the main workshop page. *(see their web site for hours <http://www.mchenry.edu>) You may need to leave a message, so please be patient. The conference center staff work very hard and have many other tasks to attend to, so they cannot man the phones every minute of every work day.*

*\*Working Member rules are listed below...Membership has its privileges...*

### ***Do I have to register for the whole workshop?***

No, you can register for Friday, or Saturday only, or for the whole workshop - Both Friday and Saturday. The Thursday evening slide presentation is included in any registration.

### ***Can I register for Thursday night only?***

TBA

### ***Why register on-line?***

You can register 24/7 on-line using our encrypted secure transactions. *If you choose to register through the college, you will need to do so during school hours (see their web site for hours <http://www.mchenry.edu>), and you may need to leave a message, so please be patient. The conference center staff has many other tasks to attend to, so they cannot man the phones every minute of every work day.*

### ***How safe is it to register on-line?***

The Guild uses PayPal encrypted transactions for on-line registration. It is probably the safest on-line transaction you can make and it is the easiest way to register.

### ***Who gets my information if I register on-line?***

The Guild does not give out your information except to the college directly. They need to have a record of the participants who will be present in their facility. They also need this information for their database and to issue CPDU Illinois Teacher certifications for those participants who request one.

### ***Is there an additional charge if I register at the door - or after the deadline?***

There is a \$25 additional charge for each one day registration or \$25 additional charge for a two day registration if you register at the door. You will also be responsible for your own lunch. This is because the lunches need to be ordered ahead of time and we cannot make exceptions to this.

### ***Can I get a CPDU certification if I register on-line?***

Yes. You will need to let us know (drop us a brief workshop0910 @ clayworkersguild.com) so we can let the college know of your intent when we notify them of your registration.

### ***When do I need to Check In?***

Each day we will have a Check In Desk available 30 minutes before the workshop begins. If you arrive after the workshop begins and no one is at the desk, you will need to peek your head into the conference center, to let us know you arrived, as all our volunteers will be inside at that time. Our Guild volunteers will keep an eye out for anyone who registered ahead of time and has not checked in before the workshop begins.

### ***How do I Check In?***

If you registered on-line or through the college ahead of time, you will need to present yourself at the Check In Desk before the workshop begins to receive your workshop name tag. Guild Members and Working Members are responsible for wearing their official Guild name tag/lanyard to the event. If you do not have an official Guild name tag/lanyard, you must contact the secretary ASAP. Due to scheduling the secretary will be unable to replace your Guild name tag/ lanyard the week of the workshop. You must contact the secretary prior to the workshop. Keep in mind, there is also a fee for a replacement. This is your proof of registration. No one will be admitted to the conference center without an official workshop name tag.

### ***Where do I Check In?***

Check In begins at TBA at the entrance to the McHenry County College Conference Center. *Sometimes the line can be long, so please be patient.*

### ***Will food be provided?***

For the morning, until the workshop begins, the Guild will provide a limited amount of coffee (regular) and tea and bagel bits.

For lunch, the Guild will provide a boxed lunch with a beverage. Lunch choices will be available sometime in September when the menu choices are set.

### ***Can I get a discount if I don't want the lunch?***

No. Each participant will have a choice of lunch options (we will provide a vegetarian choice each day), but there is no discount if you would rather eat elsewhere.

### ***When is lunch?***

We will break at an appropriate place in the middle of the workshop for an hour lunch. We will also open up the "Sale Room" for viewing during the lunch hour.

### ***What is the "Sale Room?"***

The "Sale Room" is where we will display Bill Van Gilder's pots that are for sale.

*If you would like to purchase one of Bill's splendid pots, see THE SALE for further details below.*

### ***Can I use my cell phone during the workshop?***

WELL...We realize that everyone has different issues, however, cell phones in general, are not allowed to be on during/in the workshop/conference center. If you **MUST** turn you cell phone on during the workshop, you **MUST** have it on **VIBRATE ONLY!** We record each workshop, so cell phones ringing detract and overwhelm the artist(s) presentation. If you need to address a call, please be considerate of the artist(s) and the other workshop participants and step outside to take the call. We are not trying to be pushy about this, but rather we want to be fair and considerate of everyone.

### ***Why do you say that "Membership has its privileges?"***

Our members get certain "perks" that are not available to the general public and MCC student participants. *See Member Privileges below.*

## **MEMBER PRIVILEGES**

### ***What is the advantage of being a member?***

- Members are invited to our "meet the artist" pot luck. This event happens the evening prior to each workshop. It gives members a chance to rub elbows with visiting artists and gives the artists a chance to meet the Guild members who will be assisting them throughout the workshop.
- Members also receive discounts on all workshops and are entitled to attend Members' Only workshops and events.
- Members are also entitled to view past workshop videos free of charge (based on availability).
- There are many more advantages to being a Guild member...For more general information, see Member Benefits...

### ***What kind of discounts do Members receive?***

Non-Working Members for this workshop:

- \$10 off *for attending both days of the workshop*, or \$5 off *for attending one day*.

"Working Members" for this workshop - ***NEW FOR 2009:***

- \$10 off *for attending both days of the workshop*, or \$5 off *for attending one day plus*, - *No minimum attendance required and your additional "working member discount" has been increased! It is now \$12.50 off your next year's membership! This is half-off an individual membership renewed before Dec. 31st., or \$12.50 off any other regular membership fee (excludes half-year memberships). To qualify, you must sign up for and complete two official jobs at the workshop. after you have completed your job requirements, you will be eligible for your discount!*

### ***Is there any other advantage to being a "Working Member" beside the discount?***

In addition to the satisfaction of helping out your Guild (and receiving the best discount), a "Working Member" is entitled to join the other "Working Members" for first and exclusive rights to purchase a piece of pottery from the visiting artist(s) before any other Guild members, the General Public or the Student workshop participants can make purchases.

## *What does a member need to do to qualify as a "Working Member?"*

The member must:

- Be a full member in good standing (paid-in-full and up-to-date/sorry, half-year memberships do not apply).
- Sign up for two or more official workshop [jobs](#).
- Register on-line as a Guild Member.
- Perform the designated [jobs](#) at the workshop. You are then eligible to receive your working member benefit (currently - \$12.50 off your next year's regular membership fee/sorry, half-year memberships do not apply).

## **THE SALE**

### *What is the Sale?*

The Guild offers a sale at each workshop. It consists of several parts.

- Guild memberships at a discount - (see Membership page for details). **We can only accept check or cash at the workshop. If you wish to pay with a credit or debit card, you must go on-line and register through our web site through PayPal.**
- Guild items (t-shirts, bags, etc.). All items are sold on a first come first serve basis. As a 501 (c) 3 non-profit organization, we rely on donations and memberships to survive. As with the workshops we offer, we are not out to make a profit, but rather to keep afloat to be around to serve our members and the community-at-large and to be able to continue to offer top quality events and workshops like this one in the future. **We can only accept check or cash at the workshop. We CANNOT accept credit, or debit cards. NO EXCEPTIONS. The college has a cash machine in the lobby, but we are not responsible for its availability, use, or subsequent charges.**
- Great Lakes Clay - our partner - offers books for sale as well as clay and will gladly take orders for other products from his catalog (*when possible, Tim even brings items Saturday for those who purchase catalog items on Friday to save them the trip or the shipping cost -- please note this is to Tim's discretion and availability of the items...*). **Please check with Great Lake Clay on payment options that will be available at the workshop...**
- Pottery by the visiting artist(s). Most years, we offer a pottery sale. All the works for sale are created by the visiting workshop artists. Only workshop participants have the opportunity to purchase pottery with "Working Members" getting first dibs. (*In the past, our participants have been eager to own a piece of pottery by the visiting artists, who often times reside several hundred or several thousand miles from our location. It also gives the artists an opportunity to sell their work.*) Bill is going to try to ship pots this year! **We can only accept check or cash at the workshop. We CANNOT accept credit, or debit cards. NO EXCEPTIONS. The college has a cash machine in the lobby, but we are not responsible for its availability, use, or subsequent charges.**
- Other tools and interesting items - Some of our workshop artists also design or promote specific tools, have videos (or DVD's), etc. Whenever possible we offer these for sale as well. This year, Bill Van Gilder is going to try to provide pots some tools of his own design along with other items for the sale. **We can only accept check or cash at the workshop. We CANNOT accept credit, or debit cards. NO EXCEPTIONS. The college has a cash machine in the lobby, but we are not responsible for its availability, use, or subsequent charges.**

### *What are the pottery sale rules?*

- All works are on view before the workshop as well as during the lunch hour and for a brief time after the workshop has ended each day, but no works will be sold on Friday.

- "Working Members" can make their choices on Friday and pay for them at that time if they choose, but no works can be removed prior to Saturday when all sales transactions are completed. Sorry to the Friday Only people, but it just doesn't work for us to do this any other way.
- All pots are SOLD on Saturday ONLY by way of a drawing.
- We accept cash or check only, so if you plan to buy a pot, please keep this in mind. We CANNOT accept credit, or debit cards. NO EXCEPTIONS. The college has a cash machine in the lobby, but we are not responsible for its availability, use or subsequent charges.

### *How does the drawing work?*

#### **DRAWING RULES:**

- Each participant (known as "you") is entitled to participate in the drawing for a chance to purchase one piece (initially) of pottery from the participating artist.
- On both Friday and Saturday when the sale room is open, the Guild will issue paper strips for you to write your name on (printed and legible!).
- You then drop a strip (only one per pot) into each available\* pot you would like to purchase. To reiterate, you can only put ONE STRIP with your name PER PIECE that you are interested in, because everyone is only allowed to BUY ONE piece (initially). NO EXCEPTIONS to the one strip per pot rule! Violators will be excluded from the drawing.

*\*available pots are those not chosen by "Working Members."*

- There is no limit to the number of pots you can choose to drop one strip with your name in.
- On Saturday, after the workshop, participants will have a brief last chance to finish adding their names to the pots they would be interested in.
- To begin the drawing, either a "Working Member" or the visiting artist will then begin to draw names. If there are pots with one name only, they will be called first.
- When your name is called you then proceed to the sale counter, pay for your one piece where it is wrapped and bagged for you.
- If you decide to "Pass" on a piece when your name is called, you do so at your own risk, because you then take the chance that you will not get picked for another piece at all! NO EXCEPTIONS! The Guild and the visiting artist are not responsible for your choices, so keep this in mind when you put your name in a pot.
- After a "Pass," the next name in the pot to be drawn has the opportunity to buy that piece...
- After all the pots with names in them have been sold if there are any remain pots, each participant who did not get to purchase a piece has first choice of the remaining pots. The Guild will monitor this process and keep this civilized, perhaps do a second round of drawings if necessary. We want everyone who wants to purchase a piece to have the opportunity, but we will not show favoritism and will do what we can to make this work for everyone.
- After everyone has purchased their work from the first and second round, if there are any pots left, those who wish to buy more than one may do so at that time. We want to sell as many pots for the artist as possible.

### *What if I am a Friday Only participant and I want to purchase a pot?*

- We want to offer the pottery sale to all participants, but we cannot sell works on Friday, so it is up to you (the Friday Only participant) to make arrangements for someone to be your proxy in your stead.

- You must make arrangements with someone who will be attending the workshop on Saturday to be your proxy, and understand your choices in order to make a purchase on your behalf. You and your proxy are solely responsible for any transaction that occurs from this arrangement and you and your proxy must also adhere to all the other drawing rules that apply, so please pay close attention to the details above...
- You must authorize that person (your proxy) to decide to accept or pass on a piece for you and it is solely your proxy representative's responsibility to make the purchase on your behalf and their responsibility for the piece once the sale has been completed. The Guild assumes no liability for these transactions.

*Any other questions? Contact the Guild at: workshop0910 @ clayworkersguild.com*