

CCC Workshop Registration Policies and Procedures

Workshop Skill Level Key:

Beginner (Beg): persons with little experience in lettering, though enthusiastic about learning letterforms.

Intermediate (Int): persons with an understanding of more than one calligraphic hand and comfortable using basic design and layout skills.

Advanced (Adv): persons with a broad understanding of various calligraphic hands, a variety of tools, as well as color and design theory.

Registration for workshops will ONLY be available via the CCC website. Unless stated otherwise, registration opens at 10:00AM CT on the published registration date. Registrations are received according to online time stamp. Registration is confirmed by order number at the time of purchase. Only one registration is accepted per email address. Once a workshop is full, no further registration is possible. See additional wait list information below.

Payment can be made by Paypal or Credit Card.

Wait list registration is considered received by receipt of Wait List Registration Form per the form's instructions. Wait list registration can be received only via standard US mail. Deliveries requiring signatures will not be accepted. The date of postmark is considered date of wait list registration.

Special workshop events may require sending a completed workshop registration form by mail together with a check payable to Chicago Calligraphy Collective. In the event you are registering by check, write check in the full amount payable to Chicago Calligraphy Collective, and mail it together with your completed registration form to:

Karen Ness, Workshop Director, 8309 Oakwood Avenue, Munster, IN 46321-1912

CCC weekend workshops held via Zoom, like our live workshops, are limited to 20 participants. While many of these workshops are recorded with access available to registrants for a limited time, the CCC expects students to participate live. Our virtual workshops are designed to replicate our in-person workshop experiences as closely as possible. The instructor sees each student's work surface and comments on their work several times throughout the workshop. Students participate in discussion and critique of work. The creative and participatory energy of the workshop is part of the professional growth and learning experience. Thank you for your consideration and respect.

All workshop registrants will receive additional information via email in the weeks prior to the workshop.

Cancellation Policy: Persons on the wait list are given first priority. If no one is on the wait list, the enrollee may find a substitute. No refunds will be given unless a wait list student enrolls or a substitute is found.

For any questions regarding workshops, please contact our Workshop Director workshops@chicagocalligraphy.org

Please be advised that **your place in class is not secured until payment is received and you have received your order number.**