

## **ATLANTA FRIENDS OF THE ALPHABET**

### **ONLINE Workshop Registration Form**

**PAYMENT IN FULL is required for all online workshops and is non-refundable.**  
**Payment in full is due to hold your seat.**

**Payments,** along with completed Workshop Registration Form, can be sent to the Treasurer in three ways:

**1) Snail Mail:**

FOTA Workshop c/o Barbara Leasure, 30 Mimosa Court, Oxford, GA 30054

**2) Electronic Transfer** to: bal\_jmh@bellsouth.net

Accepted Methods: Zelle/Popmoney and \*Venmo

\*Venmo use @ATL\_FOTA (Barbara Leasure)

**3) Online bill pay through member's banking institution.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Workshop: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date(s) of Workshop: \_\_\_\_\_ Tuition: \_\_\_\_\_

Are you a FOTA member? YES \_\_\_\_\_ NO\* \_\_\_\_\_

**\*Online courses are open to FOTA members only. Please include \$24.00 dues payment with registration fee.**

What in particular interested you in taking this workshop?

\_\_\_\_\_

What is your level of experience in calligraphy? Please list the broad edge styles (i.e. Italic, Blackletter, Neuland) or pointed pen styles (i.e. Copperplate, Spencerian) that you have studied, and indicate your skill level for each one.

\_\_\_\_\_

\_\_\_\_\_

➤ BEGINNER: Little or no experience

➤ 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

**Cancellation of the workshop:** The workshop will be cancelled if the minimum number of registrants have not sent in their deposits.

***Note:** In the case of a workshop cancellation, the deposit (if applicable) and the remainder of the workshop fee, if collected, will be returned. Refunds only; member may not request credit for future workshops.*

## **ATLANTA FRIENDS OF THE ALPHHABET** **ONLINE Workshop Registration Guidelines**

### **Registration - ONLINE WORKSHOPS**

- Registration is open to all members when the workshop is announced.
- Registrants will be added to the participant list in order of payment received. If the workshop is full, individual's name will be added to a waiting list.
- There are no shared registrations permitted. In fairness to the instructor, it will be expected that all participants plan to attend the full workshop. Please do not share Zoom Meeting Link.

### **PAYMENT IN FULL is required for all online workshops and is non-refundable.**

Payment in full is due to hold your seat.

Registration Form, and payment, can be sent to the Treasurer in three ways:

#### **1) Snail Mail:**

FOTA Workshop c/o Barbara Leasure, 30 Mimosa Court, Oxford, GA 30054

#### **2) Electronic Transfer to: bal\_jmh@bellsouth.net**

Accepted Methods: Zelle/Popmoney and \*Venmo

\*Venmo use @ATL\_FOTA (Barbara Leasure)

#### **3) Online bill-pay through member's banking institution**

- Check must be made payable to Friends of the Alphabet or FOTA, and dated the day of registration. Postdated checks will not be accepted. Include the name of the workshop on the notation line.
- Each individual will be notified of his/her status by the Treasurer via email when his/her check arrives.
- Checks will be deposited upon arrival. Note: The checks of individuals who are placed on a waiting list will be deposited when a place becomes available. If no place opens, the check will be returned or destroyed.

### **Workshop Fees:**

- **Online Workshops are open to members only.** Non-members may participate if annual dues are included in payment. Membership Dues are \$24.00 per year, and grants access to all guild related correspondence and events.

**Cancellation of the workshop:** The workshop will be cancelled if the minimum number of registrants have not sent in their deposits.

***Note:*** *In the case of a workshop cancellation, the deposit and the remainder of the workshop fee, if collected, will be returned.*