

The Art Center Educational Opportunities

The Art Center is dedicated to providing quality educational opportunities. We try to provide a positive learning experience. Workshop formats may vary slightly to accommodate the individual needs of the instructor and the participants.

Listed below you will find the registration process, payment schedule and workshop details.

1. Registration process:

- a. Please make all checks payable to the Art Center Po. Box 304 Helena, MT 59624
- b. To register, mail your check 90 days prior to the start date of the workshop. Enclose a check in the amount of \$50.00 as a deposit to hold your place in the workshop or make payment in full. Please attach a sheet of paper with your name, mailing address, phone number, e-mail address and instructor's name. Mail to the above- mentioned address. When the Art Center Treasurer receives your check, you will be registered for the workshop. Any outstanding balance owing for workshop fees must be received by the Art Center Treasurer 7 days prior to the start date of the workshop. Postmark will NOT suffice.
- c. A waiting list is established when a workshop reaches full capacity.
- d. When a cancellation occurs, the Educational Coordinator will contact people on the waiting list, in the order in which they have registered. If a cancellation occurs later than 7 days prior to the start date, payment may be made at the door.

2. Cancellation and Refund Policy:

- a. All cancellations are subject to a \$25.00 processing fee.
- b. Refunds are considered by the Art Center Board on a case-by-case basis.

3. Miscellaneous:

- a. Most Art Center workshops begin on Friday evening with a "meet and greet" as an opportunity to meet the instructor as well as the other participants, usually lasting up to 2 hrs.
- b. Most workshops begin with an hour of setup time beginning immediately prior to the start of each day. Setup usually begins at 8:00 or 8:30 a.m. Class concludes around 4:00 to 4:30 p.m. each day. Times vary with each instructor.
- c. Most instructors release a suggested materials list 30 day prior to the start date of the workshop. The Art Center Educational Coordinator will email the suggested materials list to the participants when made available from the instructor. However, if you feel additional materials will be necessary, please provide them for yourself.
- d. Plein air workshops often take place in remote areas. Please pack food and beverages for yourself. Participants should consider the weather and environment and be prepared to provide their own shade, water, sun protection, bug repellent and possibly bear spray. Please bring a garbage bag.
- e. Directions will be sent to participants prior to the workshop. Also well posted on the route there may be the Art Center wooden sign, other brightly colored signs, arrows to point the way and balloons. GPS may be helpful as well.

Please contact the Art Center Education Coordinator with any questions you may have at Lori Feiss, loribugz@bresnan.net.

Thank you for attending an Art Center sponsored workshop.