

Workshop / Skill Sharing Days Application Form

This form must be completed in order to attend an ACTTAA Workshop or Skill Sharing Day - referred to here as Workshop

Workshop:		Date:	
Your Contact Details			
Name			
Address			
Contact phone number			
Email address			
Your Emergency Contact			
Name			
Relationship to you		Contact number	
Workshop Fee:	\$	Amount paid:	\$
ACTTAA member:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Balance Owing: \$

Workshop / Skill Sharing Days Terms and Conditions

- Numbers in workshops are limited so book early to ensure a place.
- Your place in the workshop will be confirmed when an Application Form has been received by the Workshop Coordinator and the Treasurer has confirmed full payment. A confirmation email will be sent to you.
- Payment in full must be received at the time of registration.**
- No refunds will be offered.** If you are unable to attend a workshop for any reason, allocate your place to a replacement. However, you must work out your own financial arrangement and notify the Workshop Coordinator of the change.
- Ensure you have the correct venue address and list of requirements and bring all necessary equipment to the workshop.
- Please ensure you arrive 15 minutes before the start of the workshop and assist with the cleaning up at the end.
- Please ensure you sign in when you arrive, including the COVID Sign In, and ensure you sign out when leaving.
- If a workshop is cancelled by ACTTAA, a full refund will be given.

I have read and accepted the Workshop / Skill Sharing Days Terms and Conditions

Methods of payment

Once you have chosen your method of payment, please ensure this form is sent/given to the Workshop Coordinator at the address below, or at a meeting when you make your payment

<input type="checkbox"/> Direct deposit	BSB: 633 000	Account No: 179943287
	Account Name:	ACT Textile Arts Association

Please make sure you include your name and reason for payment in the transaction

Cash paid to the Treasurer at a monthly meeting

Administration use only		
Date of payment:	Date of receipt:	Receipt No:
Payment method:	<input type="checkbox"/> Cash	<input type="checkbox"/> Direct Deposit