

Note the intent of this Operating Procedure is for the Workshop Coordinators and the Executive Committee to have operational guidelines in place for managing workshop matters. This entire Operating procedure is a working document and not to be posted on the Workshop Registration page.

- The items covered in Workshop Registration, Open Seating and Cancellations will be written to update the policy statement currently on the Workshop Registration page.
- Changes related to the distribution of Robinson Family Fund will be communicated in the September General Meeting.

1. Workshop Registration & Open Seating

- Workshop openings will be announced on the CCAL website, CCAL social media channels, and via email to members and posted on One Columbia. Each announcement will include the number of available seats.
- Registration will be open **exclusively to CCAL members for the first two weeks** following the announcement.
 - A **deposit** is required to reserve a seat during the member-only registration period.
 - For workshops **priced at or below \$250 member registrants** must pay a \$50 deposit to reserve a seat in the workshop.
 - For workshops **priced above \$250**, all registrants must pay a **\$100 non-refundable deposit**
- When the two-week member window closes, any remaining seats will be opened to the public
- A waitlist will be maintained once all seats are filled. No deposit is required to join the waitlist.
- Registration closes **two weeks prior** to the workshop date unless an extension is approved by the Executive Committee. The Executive Committee may extend the registration period by one week if the minimum enrollment is not met at two weeks prior to the event.
- Deposit increases may be approved by the Executive Committee.

2. Payments & Cancellations

- **Remaining balances are due two weeks (14 days) prior to the workshop** and must be paid through the online portal. **No payments will be accepted at the event.**
- **Cancellation Policy:**
 - The last day to cancel (minus the non-refundable deposit) is **14 days prior** to the workshop.
 - Cancellations made fewer than 14 days before the event are **not eligible for refunds**. Extenuating circumstances may be considered with a written request made to the Executive Committee. (Death in immediate family, serious illness, injury or hospitalization. Remedies include complete refund minus deposit or credit for future workshop.
 - Registrants cancelling within 14 days remain responsible for the **full workshop fee**.
 - Deposits are refundable **only if the workshop registrations meet at least the minimum number of students required and the vacated seat is successfully filled**.
 - If a waitlist exists, CCAL Workshop Coordinators will contact individuals in **registration (date) order** to fill the vacancy. Once a replacement is secured and paid in full, any applicable refunds will be issued.

3. Workshop Subsidies (These will not appear on the policy statement listed on the workshop website)

Some workshops require higher fees to secure nationally recognized or in-demand instructors. Workshop Coordinators may request a **member-only subsidy** when seeking Executive Committee approval for the intent of keeping the ticket price more affordable for members.

- When available, subsidies will be funded from the **Robinson Fund (August 2025 donation)**. Additional subsidies may be approved from CCAL operating funds.
- **Subsidy Guidelines:**
 - If a CCAL member hosts the visiting artist, CCAL will provide **\$50/day** to offset food and hosting expenses. This replaces hotel and per diem costs and counts toward the total subsidy.
 - When the **base cost*** is calculated to be greater than \$300 per person, the workshop coordinator(s) will recommend to the Executive Board that Travel, lodging, mileage, and per diem expenses will be funded to reduce the member ticket price. (*refers to the total instructor fee when divided by the minimum number of students needed for registrations to cover the total instructor fee.)
 - For workshops with minimal travel/lodging costs where the projected **member ticket price exceeds \$300**, coordinators may request a **\$30–\$40 subsidy** to reduce the member rate. Non-member ticket prices are not eligible for subsidy reductions.

4. Travel & Living Expenses (T & L)

- Mileage reimbursement is available upon request for:
 - Travel from the artist's home to the hotel or CCAL host's home.
 - Travel between the hotel and the workshop venue.
 - Reimbursement will follow the **current IRS Standard Business Mileage Rate**.
- Hotel reservations will be arranged by the CCAL Treasurer or President.
- When possible, lodging must be booked at a **Lexington County hotel** to support CCAL's eligibility for county accommodations tax funding. List to be attached
 - A list of Lexington County Hotels is included in Attachment A to this policy..
- Per diem for meals will be **\$50/day**, unless otherwise negotiated and approved by the Executive Committee.

5. Ticket Pricing

- Workshop Coordinators with instructor input will determine the minimum class size based on:
 1. Instructor requirements
 2. The number of registrants needed to cover workshop **base costs**This establishes the **base price** for member and non-member tickets.
- Ticket price calculations must be reviewed with the **CCAL Treasurer or President** before submission to the Executive Committee.
- Additional fees added to each ticket:
- **\$8** to cover credit card, PayPal, and Stripe processing fees. Based on average cost in 2025-2026 CCAL Season.

- **\$2** to cover incidental supplies (paper goods, coffee, etc.).
 - **The two fees listed above will show on the registration check out as a total figure of \$10.00 for “Processing Fees and Incidentals” supplies.**
 - Beginning January 2026, the Executive Committee approved a **maximum lunch/snack spend of \$25 per person per day.**
 - Current average spending is **\$18** (for lunch and snacks), which will be added to the ticket price.
 - Coordinators will provide registrants with a limited menu to keep costs within the approved range.
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6. Policy Exceptions

This policy may be overridden **only by a majority vote of the Executive Committee** in cases of extenuating circumstances.

Workshop Attachment A:

Lexington County Hotels – Check Proximity to Crooked Creek Park

Hilton Garden Inn 434 Columbiana Dr, Columbia, SC 29212•(803) 407-6640

Lexington Expo Hotel 108 Saluda Pointe Ct, Lexington, SC 29072•(803) 957-5000

Hampton Inn & Suites 4751 Sunset Blvd, Lexington, SC 29072•(803) 722-5800

Residence Inn 122 Mathias Rd, West Columbia, SC 29169

Note: Treasurer and President may approve any Lexington County Hotel (street address must sit within the boundary of Lexington County. This allows CCAL to apply for the grants from the Lexington County Tax Accommodations Board)