



## **Wolf Trap Professional Development Workshop Series Policies**

### ***Policy:***

Wolf Trap Foundation for the Performing Arts is a non-profit cultural and educational organization that does not discriminate on the basis of race, color, religious belief, sex, age, national origin, disability, or any other classification protected by applicable law.

### ***Registration Confirmation:***

Online registration is the recommended method for immediate registration and confirmation. Workshop participants will be registered on a first-come, first-served basis. Confirmations will be sent via email once application and payment have been received and processed.

### ***Workshop Series Location:***

All workshops will take place at the Center for Education at Wolf Trap, 1645 Trap Road, Vienna, Virginia, 22182. Wolf Trap reserves the right to move the location of a workshop to an alternate location. Information will be provided upon registration should the site change. Directions can be found at: <http://www.wolftrap.org/visit/directions/center-for-education-directions.aspx>.

### ***Wolf Trap Workshop Series Cancellation Policy:***

All sales are final.

- In the event that a participant can no longer attend a specific workshop, the participant will have one opportunity to transfer registration to another individual or another workshop.
- Cancellations with request to transfer registration must be made no later than 48 hours before the scheduled workshop. No exceptions.
- All requests to transfer must be made within the Fall 2017-Spring 2018 Workshop Series. Final workshop date: April 21, 2018.
- Requests to transfer must be made in writing. Please email [workshops@wolftrap.org](mailto:workshops@wolftrap.org).

### ***Return Check Policy:***

\$25 will be charged for all returned checks.

### ***Inclement Weather:***

In the event of inclement weather, for workshop status please call 703.937.6307. The message will be changed only to reflect a cancellation.

### ***Photography and Filming:***

Photography and filming of workshop activities by registrants is not permitted.

### ***Waiver:***

By registering, all participants agree to the following:

- I consent to the use of my image or likeness incidental to any live or recorded video display or other transmission or reproduction of the event for which I am registering. Please notify Wolf Trap personnel upon signing in on the day of the workshop if you do not wish to be photographed.
- I hereby agree to save and hold harmless Wolf Trap and the officers, employees, and agents thereof from all liability for loss, damage, or injury to persons or property, which may arise out of participation in Wolf Trap programs.

***Web address:*** <http://www.wolftrap.org/education.aspx>

Wolf Trap Foundation for the Performing Arts  
1645 Trap Road • Vienna, VA 22182 • [www.wolftrap.org](http://www.wolftrap.org) • 703.937.6306 • fax 703.255.1924 •  
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