RETREAT LOGO

**~*Welcome* ~**

***[Welcome Letter From Region Director]***

 ***[NAME]***

 ***Region Director***

***[Welcome Letter From Retreat Chairman]***

 ***[NAME]***

 ***RMR Retreat 20xx Chairman***

***[HOTEL/VENUE name and address]***


#### **~Region Officers ~**

*Region Director –*

*Assistant Director - Seminar/Retreat Coordinator* –

*Secretary* –

*Treasurer* –

*Nominating* –

*Education* –

*Marketing / Membership* –

*Fundraising* –

*Outreach* –

*Directors’ Club* –

*Prospectors* –

*Border to Border Editor* –

*Historian* –

*By-Laws* –

*Web Liaison* –

#### **~ 20xx Retreat Committee ~**

*Chairman* –

*Treasurer* –

*Brochure/ Registrar/ Handbook* –

*Mentor Chairman* –

*[SPECIAL] Exhibit Chairman* –

*Prospector’s Exhibit* –

***~Schedule of Events~***

Wednesday, [DATE]

|  |  |  |
| --- | --- | --- |
|  12:00 pm – 8:00 pm | **REGISTRATION** | [Location] |
|  7:00 pm – 9:00 pm  | Executive Board Meeting | [Location] |

Thursday, [DATE]

|  |  |  |
| --- | --- | --- |
|  6:30 am – 9:30 am | Breakfast | [Location] |
|  8:00 am – 7:00 pm |  **REGISTRATION** |  [Location] |
|  8:30 am – 3:00 pm  | Region Board Meeting | [Location] |
|  12:00 pm – 1:00 pm | Region Board Lunch | [Location] |
|  7:30 pm – 8:30 pm | Angels Mtg/Mentor Mtg | [Location] |

Friday, [DATE]

|  |  |  |
| --- | --- | --- |
|  6:30 am – 9:30 am | Breakfast | [Location] |
|  7:00 am – 9:00 am | **REGISTRATION** | [Location] |
|  8:30 am – 4:30 pm | [Technique/Mentor] | [Location] |
|  8:30 am – 4:30 pm | [Technique/Mentor] | [Location] |
|  8:30 am – 4:30 pm | [Technique/Mentor] | [Location] |
|  8:30 am – 4:30 pm | [Technique/Mentor] | [Location] |
|  8:30 am – 4:30 pm | Open Stitching | [Location] |
|  11:30 am – 1:30 pm | Lunch Break | On Your Own |
|   |   |  |
|  12:00 pm – 6:30 pm | RMR Exhibits | [Location] |
|  5:30 pm – 6:30 pm | Cocktails | [Location] |
|  6:30 pm – 9:00 pm | Dinner | [Location] |

Saturday, [DATE]

|  |  |  |
| --- | --- | --- |
|  6:30 am – 10:00 am | Breakfast |  [Location] |
|  8:00 am – 1:30 pm |  RMR Exhibits |  [Location] |
|  8:30 am – 4:30 pm | [Technique/Mentor] |  [Location] |
|  8:30 am – 4:30 pm | [Technique/Mentor] |  [Location] |
|  8:30 am – 4:30 pm | [Technique/Mentor] |  [Location] |
|  8:30 am – 4:30 pm | [Technique/Mentor] |  [Location] |
|  8:30 am – 4:30 pm | Open Stitching |  [Location] |
|  11:30 am – 1:30 pm | Lunch |  On Your Own |
|  2:15 pm – 2:45 pm | Studio Stroll |  |

Sunday, [DATE]

|  |  |  |
| --- | --- | --- |
|  6:30am – 10:00 am | Breakfast |  [Location] |

You will find a map of the hotel and a copy of the schedule in your registration packet at check-in!

**~Hints for Retreat First-Timers and Reminders for All~**

Whether you are a first-time retreat attendee or a veteran,

we offer these suggestions to enhance your enjoyment of retreat.

Have fun! You are surrounded by others who are as passionate about embroidery as you are!

**~*General Suggestions~***

* **You are going to be at 6,696’ in Altitude!** Altitude sickness occurs when you don’t get enough oxygen from the air at higher elevations where the air is “thinner”. When you go too high, too fast, your body cannot get as much oxygen as it needs and causes you to breathe faster. This results in a throbbing headache and mild to acute altitude sickness symptoms. **Hydrate well for a couple of days before you arrive and while you’re here!**
* **Workshop policy prohibits all food and drink in the classrooms; however, due to being at altitude, you will find water stations in all the studio rooms**. We urge you to continue drinking water throughout the day, but be sure you do not place any open cups or glasses on the tables. Water bottles with lids or closed cups are okay on the floor, not on tables.
* **Dress in layers;** take a sweater or jacket to class. Studio temperatures can be difficult to regulate, particularly in large ballroom spaces
* **Wear your nametag.** This will help your mentor and new friends.
* **Be friendly!** – Everyone is here to have a good time, stitch and meet new people. Say hello and introduce yourself; please don’t hesitate to ask questions.
* **Don’t be surprised if you become really tired or need a nap.** Having fun and learning can be exhausting. Maintain your routine as much as possible, don’t skip meals, and try to continue your usual level of physical activity.
* **Take time to rest!** Use breaks, lunch times, and evenings to rest your eyes, your back and your brain. If you become too tired, you will find it difficult to concentrate. Remember to take care of yourself.
* **If you are a first-timer,** don’t stress. Relax and have fun. Retreats are a much more laid-back atmosphere and you don’t have to worry about “homework” and remembering “everything the teacher says” because those just don’t happen at Retreat!!
* **Visit the Exhibit**. Don’t miss Rocky Mountain Region’s annual “Prospectors” exhibit and the [SPECIAL EXHIBIT]!
* **Most of all – be flexible!** The retreat committee has done everything possible to make your retreat experience enjoyable; but some situations or unanticipated changes may be beyond the committee’s control.

##### **~*Safety Reminders~***

As with any place, be cautious of your surroundings, don’t go out alone at night or in poorly lighted areas. Stay with your group and be alert. When you leave the hotel, tell someone where you are going and when you expect to return. Take your cell phone or go with a person who has a cell phone. Always have the hotel name and phone number with you. Add it to your cell phone contacts.

##### **~*Emergency Procedures~***

To report a medical emergency or urgent situation, **DO NOT USE YOUR CELL PHONE**, instead, please use a hotel house phone or the phone in your room. Report all emergencies to Security by dialing “0”. Security will instantly contact Emergency Medical Services and offer assistance until EMS arrive.

##### **~*Studio Etiquette~***

* All retreat studios and events are **smoke-free** and **fragrance free**.
* Turn off your cell phone or set it to “silent” or “vibrate” mode.
* Arrive on time and bring all the required supplies.
* If you know you have another commitment that may interfere with your attending a class session or may cause your late arrival or early departure, please notify your studio angel and your mentor. We become concerned about your well-being when we don’t anticipate your absence.
* Always request permission before photographing the mentor’s stitched pieces or examples.
* Observe copyright laws. Printed instructions may not be reproduced or used to teach others without the written permission of the copyright holder. This rule pertains to all educational materials supplied or shared by your mentor.
* Respect your neighbors while they are listening, counting or concentrating on their work.
* Workshop policy prohibits all food and drink in the classrooms; however, there are water stations in all the studio rooms. We urge you to continue drinking water throughout the day, but be sure you do not place any cups or glasses on the tables. Water bottles with lids or closed cups are okay on the floor, not on tables.

**~*Photography~***

Remember to always ASK PERMISSION BEFORE photographing any piece. Sometimes mentors, exhibitors, fellow attendees will grant permission to photograph for non-commercial uses. However, without the explicit written permission of the copyright holder, you may NOT publish that photograph in print, or on the Internet (including Facebook, Flickr, Yahoo! Sites, etc.), or anywhere else.

~***Dinner Information* ~**

**~*Mentors* ~**

###### **[TECHNIQUE]**

###### **[NAME]**

###### [ADDRESS]

###### [CITY, STATE, ZIP]

###### [PHONE]

######  [EMAIL]

###### [WEBSITE]

###### [BIO]

###### **[TECHNIQUE]**

###### **[NAME]**

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###### [CITY, STATE, ZIP]

###### [PHONE]

######  [EMAIL]

###### [WEBSITE]

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###### **[TECHNIQUE]**

###### **[NAME]**

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###### [PHONE]

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###### [BIO]

###### **[TECHNIQUE]**

###### **[NAME]**

###### [ADDRESS]

###### [CITY, STATE, ZIP]

###### [PHONE]

######  [EMAIL]

###### [WEBSITE]

###### [BIO]

***~Studio Angels~***

**Angels assist mentors, check attendance and make announcements.**

*[TECHNIQUE] –*

 *[TECHNIQUE] –*

 *[TECHNIQUE] –*

*[TECHNIQUE] –*

*OPEN STITCHING –*

***~ RMR Exhibits ~***

**“Prospectors Exhibit” – 20xx Theme: *[NAME]* –** Rocky Mountain Region is the only EGA region that has an exhibit like Prospectors, a non-juried and non-judged exhibit of original works or adaptations for RMR members who want to show in a non-threatening, non-competitive venue. Though first-timers and emerging artists are encouraged, the exhibit is open to all members of Rocky Mountain Region. There are a few rules, such as the work must not be a teaching piece with teaching contract pending, the work must be non-commercial, and the work must fall under the EGA guidelines for original and adaptation work.

***~ Special Exhibit for Rocky Mountain Region EGA ~***

***~Jody Gergens Memorial Scholarship~***

Let the excitement of learning continue beyond this Retreat. To extend your learning opportunities you can apply, using the online application, for a scholarship. JGM scholarships are awarded to RMR members pursuing increased knowledge, skills improvement and/or certification. Six-lesson (minimum) Individual Correspondence Courses, Extended Study Programs, and EGA teacher, appraisal, and judging certification courses are eligible. Other courses may be considered. Transportation and lodging are not covered by the scholarship. Details and application at [**http://rmrega.org/ega-awards-scholarships/**.](http://rmrea.org/ega-awards-scholarships/)

***~ANNOUNCEMENT~***

**[NEXT YEAR’S SEMINAR]**

**Rocky Mountain Region**

**20xx Retreat Participants**

**This directory is for the personal use of RMR Retreat 20xx attendees only and may not be used for any commercial purposes or by other non-profit organizations. \*First time retreat attendee**

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