

Students Preparing for the Workshop  
Derwent Inktense Workshops  
**@Home with Nancy Zoom Workshops**  
Nancy Prince

Thanks for signing up for one of my Zoom Derwent Inktense Pencil workshops. Zoom workshops are not like on-site workshops in that I will not physically be there to look over your shoulder to see how you are progressing. However my aim is to transfer each of you from an on-site workshop to a Zoom one as free of issues as possible. To hopefully avoid some issues the day of the workshop and knowing that some of you may not be overly familiar with Derwent Inktense pencils I have prepared a list below on preparing for the workshop.

### Preparing for a Successful Workshop Day

Zoom workshops may be new to many of us and to assure that your day is successful and to answer some anticipated questions, please read over the following. The following assumes that you are on my website signing up for the workshop at this URL: <http://www.nancyprince.com/open-enrollment-zoom-quilt-workshop-schedule>

- **Sign Up** - Upon clicking on this button, you will be transferred to my store where you can purchase the selected workshop. The workshop kit is included in this fee. The time and dates are displayed at the top of the page and are either on EDT or ET. Once you have paid for the workshop and completed your order, you will be signed up. Scroll down and you can view the following
- **Supply List** - shows the required supplies to be provided by the student as well as a list of the items included in the workshop kit. Shipping information as well as photos of the workshop project is included on the Supply List.
- **Preparing for the workshop** – Click on this button produces this document you are reading.
- **Shipping Considerations** – Before finalizing your order, please look over the shipping information to assure that the method of shipping chosen will assure the workshop kit arrives before the workshop. All kits will be shipped USPS unless other shipping methods are selected. You will receive a confirmation number from USPS that your package has been shipped. If you do not receive a copy of your confirmation number within a few days of your order, please email me at [nancy@nancyprince.com](mailto:nancy@nancyprince.com) and I will email your confirmation number to you. I will track each shipment to assure the kit has arrived. Should you not receive your kit within 8-10 days (US students) of signing up, please email me and let me know so I can figure out why the package hasn't been delivered.
- **Workshop Kit Includes** – Scroll on down the page and a list of items included in the workshop kit is listed
- **Suggested Products for Future Projects** – These items are not necessary for the workshop day but might be desired for future projects.

### Getting Ready

- To assure each student has the necessary items for a successful workshop, I will email each of you a few days before the workshop to see if there are any questions regarding the workshop and to give you an idea what to expect on the workshop day.
- The live demonstrations, workshop booklet and patterns are copyright protected so please do not share or record them for your own use or to share with someone else. Please respect the copyright laws and this in turn respects my time and work.
- At the workshop you will be directed on how to contact me for questions. This way I can personally attend to you should you want to be critiqued or to help correct a problem.

### What Happens Next?

- About a week to 10 days before the workshop, I will email each of you to explain some pertinent information about the workshop which might answer some of the questions you might have.

- Three to four days before the workshop date a Zoom invite will be emailed to you. Please contact me ASAP if you haven't received the invite by the day before the workshop.
- Any questions at any time before the day of the workshop, please email me at [nancy@nancyprince.com](mailto:nancy@nancyprince.com)
- FYI – Amazon has some of the more affordable Derwent Inktense Pencil sets.