

Mail or fax to: Santa Fe Photographic Workshops
 P.O. Box 9916 · Santa Fe, NM 87504-5916 or
 50 Mt. Carmel Road, Fatima Hall, Suite F2 · Santa Fe, NM 87505-4598
 Phone: (505) 983-1400, ext. 11 · Fax: (505) 989-8604

Name _____ Male Female Age _____

Mailing Address _____

City _____ State _____ Zip _____

First Phone Preference (_____) _____ Cell Day Evening

Second Phone Preference (_____) _____ Cell Day Evening

E-mail _____

How did you hear of our workshops? _____

Are you an Alumnus? Yes No Which workshop(s)? _____

Occupation _____ Employer _____

Is your employer sending you to this workshop? Yes No If so, employer's name: _____

Years in photography _____ Camera to be used: Film Digital Make and Model _____

Will you be bringing a laptop computer? Yes No

If you are taking a workshop between June 15-August 9, do you want on-campus accommodations?

(see page 88 for details) Yes \$300 \$370 \$440 \$535 \$600

No, I will find my own housing.

Would you like to share a room with a friend taking a workshop? No Yes Friend's name _____

Do you require vegetarian meals? Yes No

Do you want breakfast for an additional \$50? Yes No

Shall we return your portfolio or store it for pick-up in Santa Fe? Return my portfolio (please include return postage) Store my portfolio

WORKSHOP TITLE & INSTRUCTOR	DATES	TUITION	LAB FEE	MODEL, MATERIALS & LOCATION FEE	MEALS <small>(\$160, see pg. 87)</small>	BREAKFAST <small>(\$50 if available)</small>	HOUSING <small>(if available)</small>	TOTAL

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Card <input type="checkbox"/> American Express Exp. Date: _____ Credit Card # _____ Verification code from back of card _____ Credit Card Billing Address <input type="checkbox"/> Same as above _____ _____ Signature _____ Date _____	Application Fee: (required)	\$45
	Credits	
	Subtotal	
	Tax 7.9375% (required)	
	TOTAL DUE	
	Less Deposit Enclosed	
Balance due 30 days prior to start of workshop		

WORKSHOPS CAMPUS

The Workshops campus is located less than three miles from the downtown plaza on Santa Fe's beautiful historic eastside in the IHM Retreat Center complex. It includes classrooms, studio, digital lab, administrative offices, campus housing, dining room, and The Workshops' store. Our Educational Partners provide the latest and most advanced equipment and accessories for the studio, classrooms, and digital lab.

DIGITAL LAB

The Workshops' digital lab has the newest hardware and latest versions of imaging software. Each workstation has an Apple Macintosh CPU, Apple 23" Cinema Display, and is networked to a wide variety of HP printers.

MEALS

The Workshops' meal program provides convenience and a variety of great food to foster the important group sharing and networking experience. The meal program begins with a welcome dinner on Sunday evening—a buffet at the Quail Run Club, followed by an orientation session. On Friday evening we celebrate the week and its achievements with a dinner at a local hotel and the popular "Week in Review" and participant image shows. The meal program also includes buffet lunches on campus and box lunches for field trips. Coffee and tea are available every day.

The Workshops' meal program costs \$160 for the week and is mandatory for all photography and digital imaging workshop participants from June 15 to August 9, 2008. A buffet breakfast is available Monday through Saturday in the campus dining room for an additional \$50. Vegetarian options are available at all meals. If you wish to order breakfast for the week and/or if you need vegetarian meals, please check the appropriate box on the application form.

The meal program does not include dinners Monday through Thursday. These meals can be shared with fellow participants and instructors as you wish. Santa Fe offers a wide variety of culinary delights, with over 200 restaurants from which to choose.

CAMPUS ACCOMMODATIONS

The Workshops can arrange on-campus housing for participants from June 15 to August 9, 2008. Accommodations are available for six nights, Sunday through Friday. Rooms are simple but comfortable and are located adjacent to the Workshops' center. Bed linens and towels are provided for the week. There are no phones, phone jacks, internet, TVs, or air conditioning in these rooms. There is an internet lounge on campus. Smoking and alcohol are prohibited. Check-in begins at 2PM on Sunday. Check-out time is before class starts on Saturday. Saturday night stays are prorated only for those staying for consecutive weeks. The Workshops' accommodations are limited and are assigned on a first-come, first-served basis; we suggest you call to check availability before sending in your application form.

- Double occupancy rooms with a large communal bath facility down the hall are \$300 per week, per person.
- Double occupancy rooms with a private bath are \$370 per week, per person.
- Single rooms with a large communal bath facility down the hall are \$440 per week.
- Single rooms with a private bath are \$535 per week.
- Single rooms with a private bath and a queen-size bed are \$600 per week.

OFF CAMPUS ACCOMMODATIONS

We recommend the Residence Inn by Marriott for off-campus accommodations. Amenities include fully equipped kitchens, living areas with fireplaces, daily complimentary breakfast, and light snacks served Monday through Thursday evenings. To receive a discounted rate, contact the Residence Inn Sales Office at (505) 988-7300 and identify yourself as a Santa Fe Workshops' participant (promotional code Z5Q). Please make your housing arrangements in Santa Fe well in advance.

TRAVEL

Please check on your class status before making travel arrangements. Most major airlines service Albuquerque, New Mexico, which is approximately 60 miles south of Santa Fe. Once in Albuquerque, we suggest you rent a car or use a shuttle service to get to Santa Fe. Shuttle busses make many round trips daily between Albuquerque and Santa Fe. Sandia Shuttle Express requires that you make a reservation 24 hours in advance. Their phone number is (888) 775-5696 or (505) 474-5696 and their Web site is www.sandiashuttle.com.

PORTFOLIOS

Although your application and deposit will reserve a space in the workshop of your choice, you are not officially accepted into a workshop requiring a portfolio until we review appropriate samples of your photography. Do not panic! For those workshops requiring a sample of images, simply submit 20 images to us via e-mail, direct us to your Web site, or send us a CD with your images. We also

accept slides, unmounted prints, tear sheets, and promotional cards. If you are e-mailing your images, please send 20 JPEGs (72 dpi, 5" x 7" maximum) to info@santafeworkshops.com.

If you mail your portfolio and would like it returned, please include a self-addressed stamped envelope or labels and postage; otherwise, we will store your work and return it upon your arrival in Santa Fe. Please send portfolios by UPS, Federal Express, or DHL to Santa Fe Photographic Workshops, 50 Mt. Carmel Road, Santa Fe, NM 87505.

This submission policy reflects our sincere desire to maintain a consistent level of photographic proficiency in our intermediate and advanced workshops. The portfolio review process also ensures that your choice of a workshop is a sound and prudent one. If we do not feel that your choice is appropriate, we will call you and discuss other possibilities. If you choose not to transfer to a suggested alternate workshop, we will refund the deposit, less the \$45 application fee. Please note that your photographs are reviewed in-house, not by the instructors.

CAMERA USAGE IN MANUAL MODE

A solid technical foundation enables you to advance more quickly in a workshop. Having a working knowledge of your camera in manual mode means that you are capable and comfortable with evaluating your "in camera" light meter reading and can then choose the appropriate manual settings. If you cannot answer the following questions, please study your camera manual in preparation for your workshop.

- What happens if you choose a faster shutter speed than your meter suggests?
- Do you understand depth of field?
- If you open up the aperture setting, how do you compensate with the shutter speed to get the correct exposure?

DIGITAL CAMERAS

The Workshops recommends the use of digital SLR cameras for most photography workshops. However, please be aware that you will need to be technically self-sufficient and bring the following equipment with you:

- A laptop computer with CD Burner—PC or Mac. It is recommended that the laptop has at least 15-20 GB of open hard drive space and at least 1 GB of Ram.
- The current version of an image editing application installed on your laptop such as Adobe Photoshop CS2 or CS3, Adobe Lightroom, Adobe Photoshop Elements, or Aperture from Apple. Trial versions of these applications are available from the manufacturer's Web sites.
- Digital memory cards with reader
- Power adapters and cables for laptop and digital camera
- Camera manual
- Batteries and charger for rechargeable batteries
- Blank CDs or DVDs for burning images, or an external hard drive to store images

Unless you are taking beginning workshops with Marcia Reifman, Sarah Meghan Lee, or Rick Allred, it is expected that you know how to download images from your camera to the laptop, edit images using your image editing software, and organize the edited images for critique. Please note: The classroom computer workstation and LCD digital projector are for staff facilitation of critique and projection. They are not for participant use.

FILM PROCESSING

Participants in some photography workshops may also photograph with C-41 print film (see "Who Should Attend" after each workshop). All film processing is paid for by the participant on a roll-by-roll basis. All film users will be required to leave a credit card number with the Administration Office at Sunday registration. C-41 processing with proof prints is available. Unfortunately, we are not able to offer E-6 film processing at this time.

REQUIREMENTS FOR INTERMEDIATE ADOBE PHOTOSHOP WORKSHOPS

Please read each question below. Evaluate your current level of knowledge and experience. If you do not feel completely comfortable with any of the elements listed, or if you can not answer in the affirmative, we suggest that you speak with a member of our digital lab staff, before you attend an intermediate-level Photoshop workshop. Contact Dottie Lopez or Susan Thelwell at (505) 983-1400, ext. 17.

- Can you download your files from a CD, jumpdrive or cardreader to a new folder on the desktop?
- Can you navigate through the Finder, Bridge and/or Lightroom to find your files?
- Do you confidently understand how to use the Photoshop tools within the application Toolbox to accomplish basic-level image manipulation?

- Can you use appropriate selection tools and commands to select areas within an image?
- Can you use appropriate selection tools and commands to add to, subtract from, or manipulate that selection?
- Do you understand the basic functions of the layers palette, including how to create, delete, view, move, edit, reorder, merge, and flatten?
- Are you comfortable with using the various image adjustments such as levels, curves, and color balance?
- Are you familiar with the common terms related to Photoshop like masking and channels?

TO REGISTER

Since enrollment is limited to 12-14 participants for most workshops, we encourage you to apply early. We suggest you call to check availability before mailing or faxing your application form. We also encourage you to choose more than one workshop in case your first choice is full. Assignments are made on a first-come, first-served basis. Alumni of the workshops may not repeat the same instructor's workshop in the same location in consecutive years.

To reserve your space in a workshop, a deposit of \$300 (which includes the \$45 application fee) is required at the time of registration. An additional \$100 deposit is required to reserve on-campus housing. This can be done over the phone by calling (505) 983-1400, ext. 11 with your American Express, MasterCard, Visa, or Discover Card number, or by mail with a check, money order, or your credit card number. We cannot hold space in a workshop without a deposit. Once your deposit has been received and your portfolio approved (when required), you will be admitted to the workshop of your choice. Additional information, including an invoice will be emailed once the minimum number of participants needed to run the workshop is reached. The balance is due 30 days prior to the start of workshops taking place in the U.S. and 45 days prior the to start of all workshops taking place outside the U.S. mainland.

DISCOUNTS

The Workshops offers a 10 percent tuition discount off the lower-priced workshop(s) for participants who take two or more week-long workshops in Santa Fe in the 2008 calendar year. This discount may not be combined with any other discount or scholarship program. Other restrictions may apply.

CANCELLATION FEES AND POLICIES FOR WORKSHOPS IN THE CONTINENTAL U.S.

We rely on your attendance to make important arrangements, so if for any reason you need to withdraw, please notify us 30 days or more before the start date of your workshop. At that time we will refund your deposit, less a \$125 cancellation fee. If notification of cancellation is made 15 to 30 days before the start of the workshop, we must retain the \$300 deposit. If cancellation of on-campus housing is made 15 to 30 days prior to the start of the workshop, we retain the \$100 housing deposit. If notification of cancellation is made less than 15 days before the start of the workshop, we must retain the entire balance paid. The Santa Fe Photographic Workshops reserves the right to cancel a reservation if full payment has not been received by 15 days before the workshop begins. No refund of any fees will be made for withdrawal after the workshop begins. The Santa Fe Photographic Workshops is not responsible for cancellations due to medical emergencies.

We highly recommend purchasing travel insurance (see below). In the event that a workshop must be cancelled due to inadequate enrollment, all fees and deposits are refunded in full or may be transferred to another workshop within 12 months. The Santa Fe Photographic Workshops is not responsible for reimbursement of non-refundable airline tickets in the event of a workshop cancellation. Please check on your class status before making travel arrangements.

TRANSFER POLICY

If for any reason you wish to transfer to a different workshop, please notify us at least 30 days before the start of the workshop you wish to withdraw from. You may only make one transfer at a charge of \$30 (plus tax). We reserve the right to allow or disallow any transfer. You must register and complete a new workshop within 12 months of the withdrawal. There are no exceptions to our cancellation and transfer policies.

TRAVEL INSURANCE

We strongly recommend that you purchase travel insurance. We are registered with Travel Insurance Services of Walnut Creek, California for this purpose. Their phone number is (800) 937-1387 and their Web site is <http://www.travelinsuranceservices.com/select/sfw>. With this insurance you can protect yourself against unforeseen circumstances that might prevent your attendance. We suggest a plan which offers coverage for medical/dental emergencies, lost baggage, missed connections, and trip cancellation, should you unexpectedly need to cancel. The Santa Fe Photographic Workshops is not responsible for cancellations due to medical emergencies or reimbursement of non-refundable airline tickets in the event of a workshop cancellation.