

The GUILD SCHOOL GUIDE

MINIS
OPEN
DOORS



Important Information
for
Guild School 2024

June 8 – June 15

Please read the Guide all the way through. It is packed with details, so you may want to print it out to peruse at your leisure.

It is also available on the Guild School page of the IGMA website:

http://igma.org/guild_school/index.html

June 8-15, 2024 • Maine Maritime Academy • Castine, Maine

Timeline

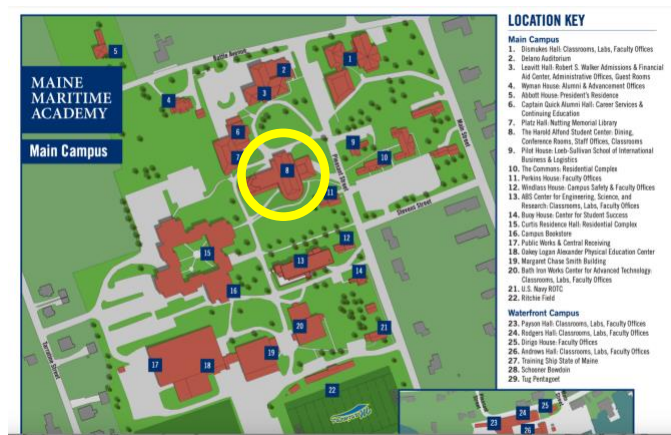
Guild School Week – June 8-15, 2024

	Day	Date	Time	Location
<i>Arrival Date for Instructors</i>	Friday	June 7	by 6:00 pm	
<i>Arrival Date for Students</i>	Saturday	June 8	all day	
<i>Check-in</i>	Saturday	June 8	8:00 am – 5:30 pm	Guild School Office in the Student Center Building (#8 on map)
<i>Orientation Tour for New Students and Instructors</i>	Saturday	June 8	3:45 pm	Cafeteria Lobby in Student Center
<i>Opening Reception & Banquet</i>	Saturday	June 8	5:30 pm	Terrace in Student Center
<i>Classes Begin</i>	Sunday	June 9	8:00 am	Classroom locations will be announced in Program
<i>Classes End</i>	Friday	June 14	5:30 pm	
<i>Graduation Reception & Banquet</i>	Friday	June 14	6:30 pm	Cafeteria in Student Center
<i>Check-out</i>	Saturday	June 15	10:00 am	

New to Guild School?

Check-in

If this is your first time to the IGMA Guild School, welcome – we’re really excited that you’re joining us! Before anything, you’ll need to check in. You can do this in the Guild School Office, which is in the Student Center (#8 on the [map](#)). If you have items for the exhibit or the auctions, bring them to check-in with you. (More on this later...)



You're Special!

As a first-year student at the School, you'll receive a green name badge – indicating that you're a "Greenie." Everyone was a Greenie once, and this badge lets our veterans know to keep an extra eye out for you. Everyone at School wants to help first-timers, so please reach out to others throughout the week with any questions.

Orientation Tour

To get the most out of your first Guild School experience, join other new students, instructors and guests for our Orientation Tour. We'll meet at 3:45 pm on Saturday in the Cafeteria lobby of the Student Center, and the tour starts at 4:00 pm.

Transportation Information

The Bangor Airport Shuttle – Deadline for Booking: May 1

If you would like to book a shuttle from the Bangor Airport to your lodgings and back, please indicate this when you fill out Form C. You must provide your itinerary details via the Form on or before May 1.

The shuttle charge (\$60 each way) does not include gratuity; you can tip your driver directly. You can pay the shuttle fee to the School with the final tuition payment (if applicable) on or before April 1, or separately on or before May 1.

If you miss the deadline for booking the shuttle, you may be responsible for making your own arrangements for being transported to and from the airport. Please inform the School of any changes to your itinerary.

It's approximately an hour-long ride from the airport to Castine. Because this is a group shuttle and we must accommodate varied schedules, arriving guests *may* have to wait up to three hours. Departing guests will be dropped off at the airport, at a minimum, approximately one and a half hours prior to flight time; it may be necessary to wait at the airport up to an additional three hours depending on the scheduling of shuttle runs.

The driver will meet you in the baggage claim area, holding a sign.

In the event of a last-minute change in itinerary (i.e., delay or cancellation on day of travel), please call or text **Brad's Cab at 207-659-1704**. Put this number in your phone now, just to be safe. Note that this number is for EMERGENCY ONLY. Leave a voicemail if there is no answer; they are likely driving and will get back to you.

Alternate Transportation

It is also possible to rent a car at the Bangor Airport.

Another option is to fly into Portland, ME; Boston, MA; or Manchester, NH, and rent a car to Castine. You might consider coordinating with other students and sharing a car.

Castine is about a five-hour drive from Boston.

Arrival Day, Saturday, June 8

Plan to arrive as early on Saturday as possible, or on Friday, if necessary. You will need the time to settle in your lodging, check in, and take the **orientation tour** (if applicable) before the opening ceremonies.

When you get to campus, your **first stop is the Student Center** – it's #8 on the map (page 3) and in the center of campus. The Guild School Office/Store and the Exhibit are located here. This is where you will check-in, receive your name badge, and get your Guild School program. You can also sign up for extra activities here. Look for signs pointing the way inside the building.

Parking can be found along Pleasant Street (generally, the most convenient place to park). Parking may also be available in the lot off of Battle Avenue next to Leavitt Hall (#3 on map). Finally, the lots near Curtis Hall (#15) may have additional parking.

If you are bringing a donation for one of the Auctions, drop it off at the Guild School Office. If you are bringing items for the School Exhibit, we'll show you where to go.

The school week officially begins at 5:30 pm with a reception on the terrace, which includes the first glimpse of the School Exhibit. Dinner, an opening ceremony, and the introduction of instructors follow.

Late Arrival?

If you arrive between 5:30 and 9:00 pm on Saturday, June 8, find the Guild School Director, Jeanie Anderson, or the Guild School Office Administrator, Eric Anderson, at the opening event and we will get you checked in.

If you arrive later than 9:00 pm on Saturday, please come to the Guild School Office in the Student Center at 7:00 am on Sunday morning. We will check you in then.

Early Arrival and Late Departure

On-Campus

There is availability for Early Arrival / Late Departure for those staying on campus. If you need either, indicate this on Form B. See pricing on page 11 for costs.

If you are lodging off-campus you do not need to coordinate with the School.

Rooming

- The Curtis Hall dormitory rooms have two single beds, two dressers, two closets and two desks. Bed linens, a blanket and a pillow are provided. Fresh, white towels are left for you as requested. If you bring towels from home, be sure they are not white. Housekeeping will not make up your bed if anything is left on the bed. If you do not want housekeeping, you may indicate this on the message board on your door.
- Two dormitory rooms, which we call suites, share a large bathroom which has double sinks, a shower and individual cubbies for toiletries. This is cleaned regularly by the housekeeping staff. You need not feel uncomfortable about sharing these facilities. Suitemates have always devised their own ways of dealing with privacy.
- You will indicate rooming preferences in the General Information Form. Everyone must fill this out and return it by April 15, even if you have already written or spoken to me about your preferences.
- Now is the time to indicate that a nonparticipating guest will be accompanying you.
- Please indicate a private/single room only if this is of extreme importance to you. If you snore, we strongly suggest you sign-up for a single room. The appropriate charges will be added to your account. No refunds for room changes after June 1.
- When making room assignments, the only specific requests which will be acknowledged will be in regards to roommates and suitemates. An attempt will be made to give special considerations to those with medical conditions.
- There are two sets of elevators to the upper floors, for those who might have trouble managing stairs. Please request “near elevator” only if it is medically necessary. There is no promise we can accommodate those with medical problems as comfortably as they might wish. The entire week is physically strenuous, to say the least, as well as the facility and grounds not being particularly compatible with the various physical limitations many of us might have.
- There is a firm NO PET policy at the Maine Maritime Academy.
- There is a NO SMOKING policy on the MMA campus and grounds. This is a federal and state mandate for government buildings.
- As in the past, we will try to match a returning student with a first-year student when making roommate or suitemate assignments. So, if you are willing to extend a helping hand to someone who might be a bit overwhelmed during the first few days on campus, please indicate on the General Information and Room Assignment Form that you wish to be a Guild School Buddy. Let’s give our first-timers a warm welcome and support their integration into our school community. The “Greenies” are easy to spot with a balloon on their green name badge.
- Leavitt Hall dorm rooms are in short supply, and from year to year the demand is greater than the supply. Graduate Apartments are also available. Although you can put in your request for Leavitt or Graduate Apartments, first priority will be given to instructors and/or people who have made significant contributions of their time and energy to the Guild School and/or the Guild itself. Usually, these accommodations cannot be guaranteed until late April. If you are assigned one of these rooms, the additional fees will be charged to your account.

- Based on the information you provide on the General Information and Room Assignment Form, the academy and we will do everything possible to accommodate you comfortably.
- Switch Fee. Switching to another dorm room upon arrival, or during the school week, creates a significant problem for academy and Guild School staff. More often than not, a request to move into another room is because a person decides upon arrival that they wish to have a private room. **The time to request a private room is now, not later.** We will do our best to accommodate you comfortably but cannot promise you a beautiful view, or a roommate who doesn't snore or works late in the evening - the reasons typically given to another room. If you absolutely must move for any reason, other than the physical condition of the academy dorm room, you will be charged a \$25 switch fee.

Meal Cards

Meal cards will be issued on Saturday at check in and are valid from the Saturday evening reception/dinner through the following Saturday morning breakfast (June 15). If you are arriving early or departing late, you must make off-campus plans for those meals.

For those staying off-campus, your tuition does not include meals. You have selected one of the following meal plans:

- 1) Meal Plan A includes all meals – breakfast, lunch and dinner
- 2) Meal Plan B includes all lunches and dinners
- 3) Meal Plan C includes all lunches and three dinners (Opening and Graduation Banquets and Lobster Night)
- 4) No Meal Plan

Meal Plans A-C include the Banquet Dinners (Opening/Graduation Banquets and Lobster Night). If you or your guest do not have a meal plan and would like to attend any of the Banquet Dinners, pricing is as follows:

- Opening Reception and Dinner: \$80
- Lobster Cook-in: lobster \$80, steak \$60, vegetarian \$50
- Graduation Reception and Dinner: \$80

Events

Seminars

On Sunday and Monday evenings, you'll have the opportunity to learn even more by taking short (1-2 hours) classes with instructors and students who are Artisans and Fellows of the Guild. In early spring, you'll get a list of the seminars on offer. There will be a lottery drawing to determine seminar placement.

Guild School Exhibit

Would you like to show others something you have made or collected? We'd all love to see it! The Guild School Exhibit will be open for our opening Banquet on Saturday evening through Thursday. Our Exhibit Coordinator brings together all of your treasured pieces and adds the festive, thematic touches that make the whole exhibit come alive. When open, the room is staffed by volunteers who watch over our pieces; it is secured at all other times. This is also a special attraction for the public – townspeople and academy staff love to see what we do!

Live Auction

The Live Auction at the Guild School, following the Lobster Cook-in on Tuesday, is a rousing affair for bidders and observers alike. Including only items crafted by Artisans and Fellows of the Guild, this event is unique. These wonderful miniature artworks donated by people like you can raise thousands of dollars for the School.

This is the School's primary fundraiser. Proceeds support the Scholarship Fund, maintaining and updating the extensive collection of power tools that we use, and offsetting tuition costs.

Your energy and enthusiasm in both bidding and cheering bidders on make all the difference!

Open-Bid Silent Auction

This auction is for those pieces that are of exceptional quality but weren't made by Artisans or Fellows of the Guild. These beautiful pieces will be on display with open bid sheets. The last, highest bid wins.

Closed-Bid Silent Auction

This auction takes place over several days in the dining hall. You'll see all kinds of miniatures, as well as hand tools and books – anything that a miniaturist might need for their next project, inspiration or collection. You'll put your highest bid for a specific item on a piece of paper and drop it in a closed box. The highest bid wins!

Think you might have something to donate to one of the auctions? Please bring it to School (see more in "Supporting the School").

"Minis, Munchies, and More"

After dinner on Thursday evening, we celebrate our instructors' and seminar leaders' talents by putting on our own mini miniature show, Guild-School style. Come early and chat with fellow students as you wait for the doors to open. You won't want to miss the opportunity to purchase gorgeous, one-of-a-kind items!

Eight Position Brocade

Each day, after classes end and before dinner, one of our instructors leads anyone interested in a series of simple exercises to gently stretch and recharge after long day of focused miniature making.

What Should I Bring?

Clothing

- **Layers!** The weather in Castine in June ranges from warm and sunny to cool and drizzly.
- **Rain Coat/Umbrella** – You'll be moving between buildings over the course of the day.
- **Comfy clothes** – With the exception of our banquet dinners (where some folks like to dress up), casual clothing is the norm. For class, consider bringing clothes you're not afraid to get dirty.
- **Comfy shoes** – The campus is situated on a hill, and you'll probably be doing a lot of walking. We do have a golf cart, driven by volunteers, for those who are not comfortable with the climb.
- **(Optional) Party wear!** If you enjoy dressing up, our opening and closing receptions and banquets are perfect opportunities to do so.

Miscellaneous

- **Water bottles** – There are numerous spots on campus to fill up. In the interest of sustainability, **we will not be offering single-use water bottles at break time.**
- **Prescription medication(s)** – The nearest pharmacy to Castine is 40 minutes from campus, so bring an ample supply.
- **Battery-powered devices**
 - Lighting – Extra light in class can make a world of difference!
 - Alarm Clock – Power outages are not unheard of in Castine.
- **Cash** – Some vendors at “Minis, Munchies, and More” may not be able to accept credit cards. You'll also need it for the events with a cash bar.
- **Groceries** – If you are driving and have not chosen Meal Plan A, you may want to stock up on groceries before reaching Castine, as there is only one small convenience store in town. If you will not have access to a car and anticipate needing help getting supplies, please contact the School Director, Jeanie Anderson, at guildschooligma@gmail.com or 720-324-9784.

Support the School

We rely on donations and volunteer work to keep our beloved institution up and running because tuition only covers some of our operating costs. If you would like to support the School, here are a few of the things you can do:

- Donate items for the Auctions
- Bid on Auction Items – bid often and bid high!
- Shop the Guild Store – we offer School apparel, tools, and a variety of other items.
- Volunteer – If you have free time and want to volunteer during School, please let us know via email: guildschooligma@gmail.com beforehand or inquire in person at the Guild School Office.

- Social Media Posting – We love it when you mention us on Facebook (igma.guildschool) and Instagram (@IGMAGuildSchool)!

When do any of these things, you'll get a "Shining Star" sticker for your name badge that demonstrates your support of the School.

Payments

- Tuition is **due on or before April 1**.
- All other charges incurred (i.e., early/late departure or arrival, shuttle) are **due May 1**.
- Seminar fees are due at the time of selection (early Spring).

Deadlines

- Form A: General / Medical Information – Due March 15
- Form B: Release of Liability – Due March 15
- Full Tuition – Due April 1
- Form C: Early Arrival / Late Departure and Airport Shuttle Information – Due May 1
- Form D: School Exhibit – Due May 15

About the Maine Maritime Academy (MMA)

Wireless Internet Access. When you check-in at the Guild School office, we will provide you with the wireless access information. The wireless network at MMA is available across the campus but can be spotty. Castine is a beautiful, quaint town full of history, aaaand is tiny and remote. It has cellular coverage consistent with this. You should not rely on cellular reception for data/mobile internet access.

Phone. Here is a landline so you can be reliably reached by friends and family in the event of an emergency:

Academy Conference Office:
207 - 326 - 2283

Mail. If you will be shipping anything to the academy, you should plan its arrival no more than one week prior to your arrival. Allow an extra day or two – as mentioned, Castine is fairly remote! Mail received during the school week will be delivered to the Guild School Office:

The Maine Maritime Academy
c/o Shipping & Receiving
1 Pleasant Street
Castine, ME 04420
ATTN: IGMA Guild School for
[Your name]

2024 Guild School Pricing

Standard Tuition (Shared room in Curtis Hall / 36 hours of tuition / all meals):	\$1,900
Private room in Curtis Hall / 36 hours of tuition / all meals:	\$2,320
Early Arrival/Late Departure, Curtis Hall, per night:	\$60
Leavitt Hall (add'l to Standard Tuition, regardless of whether one or two people):	\$805
Early Arrival/Late Departure, Leavitt Hall, per night:	\$115
Graduate Apt. (add'l to Standard Tuition, regardless of whether one or two people):	\$875
Early Arrival/Late departure, Graduate Apartment, per night:	\$125
12 extra hours of class (total of 48 hours of instruction):	\$350
Non-participating Guest, shared room and Meal Plan A (all meals):	\$800
Post-arrival room switch fee:	\$25

Please contact me with any questions:

IGMA Guild School Director
Jeanie Anderson
129 Clarke Street
Syracuse NY 13210
guildschooligma@gmail.com
mobile (720) 324-9784

*We are thrilled that you're joining us at Guild School 2024, "Minis Open Doors."
We look forward to opening doors to new friendships and skills together!*