**General Format for Announcing NCWW Workshops**

Subject/Title of Thread:

**Workshop Title/Subject – Month & Day – Location (City)**

Body of Thread:

**Description of Workshop**

1. Topics to be covered
2. Instructor names
3. List of materials that attendees need to bring
4. List of materials provided at workshop (if any)
5. Cost of workshop ($30 seems like a reasonable minimum)
6. Cost of lunch if provided at workshop
7. Number of available slots (max number of attendees)

**Attendee List (Date list was last updated)**

1. Name 1
2. Name 2
3. Name 3
4. Name 4
5. Name 5
6. Name 6

**Waiting List**

1. Name 1
2. Name 2
3. Name 3

**Example Announcement**

Subject/Title of Thread:

**Hand Plane Shooting Board Workshop – January 9th – Raleigh, NC**

Body of Thread:

Phil Soper has graciously offered to teach and host a Shooting Board Workshop at his shop in Raleigh on January 9, 2016. At the workshop each individual will make a shooting board from provided pre-cut kits that will require assembly and final tuning. The shooting boards will be able to handle 90 degree and 45 degree angles. Phil has said that he has plenty of scrap wood for people to practice on once their shooting board is assembled. Sharpening equipment will also be available if your plane is a bit dull.  
  
Attendees will need to bring their own plane, but there will be a few other planes available for people to try out (including Phil's Lie Nielsen Shooter). The cost of the workshop is $20, with $5 being donated to NCWW, $5 for lunch and $10 to cover materials. There are 8 available slots available for each date.

**Attendee List (1/1/2016)**

1. Mark Johnson  
2. RonJ103  
3. golfdad  
4. Danny Batchelor  
5. Mike Davis  
6. vtxmanmike  
7. marinosr  
8. JohnnyR

**Standby List (1/1/2016 -- 1st in line if there are cancellations or if the maximum number of attendees is increased):**  
zapdafish  
wghatcher