

# The GUIDE



## General Information and FORMS *(most are due in March)* for the 2023 Guild School

## MARK YOUR CALENDAR

The purpose of this booklet is to provide you with most of the information you will need to know to finalize your plans to attend the 2023 Guild School. You will also find a packet with forms to be filled out and returned. Everyone needs to fill out forms - students, instructors, and guests. Please, it is critical that you return these by the deadlines. So much of this information is essential to the smooth running of the school and to accurate communication with the Maine Maritime Academy. Thank you.

This booklet is packed with details so please **bring it with you to school** or access it on the website.

### Timeline

#### ***Guild School Week – June 10-17, 2023***

Normal Arrival Date for Instructors: Friday, June 9  
Normal Arrival Date for Students: Saturday, June 10  
Opening Banquet and Ceremony: June 10, 5:30 PM  
Classes Begin: Sunday, June 11, at 7:45 AM  
Classes End: Friday, June 16 at 5:15 PM  
Graduation Banquet: June 16 at 6:30 PM  
Check-out Time: Saturday, June 17, preferably before 10:00 AM

### Payments

- Tuition and charges incurred on the Registration Form are due before April 1.
- Other charges incurred (i.e., early/late departure or arrival, shuttle) are due May 1.
- Seminar fees are due at the time of selection.

Contact Barbara Davis  
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# Maine Maritime Academy Information

**Email/Internet Access.** You may bring your own laptop, tablet or mobile phone and have wireless connection to the Internet anywhere on campus. Upon registration at the dorm, you will be issued a password code. In addition, there may be limited access to computers on campus for quick email communication.

**Mail.** If you will be shipping anything to the academy, you should plan its arrival no more than one week prior to your arrival. The same address should be given to family members if you expect mail from them. Please note that Castine is fairly remote and all mail goes to the shipping department for distribution. Allow an extra day or two.

Mail received during the school week will be delivered to the Guild School Office. Be sure they are addressed properly, as indicated below.

The Maine Maritime Academy  
c/o Shipping & Receiving  
1 Pleasant Street  
Castine, Maine 04420  
**Attention: IGMA Guild School for**  
*(Write Your Name)*

**Telephone.** Mobile telephone connections are often not reliable in Castine. You might want to leave a telephone number with family members who might need to contact you during your school week. Calls coming into the academy should be directed to the Academy Conference Office. Any Guild School related messages are then passed on to the Guild School Office and then on to you by way of posting on the message board located in the dining hall lobby. If a message is of an urgent or emergency nature, every effort is made to get it to you immediately.

**Academy Conference Office 207 - 326 – 2283**

## Arrival Day, Saturday, June 10

Plan to arrive as early in the day as possible; or on Friday. There are lots of things to take care of before rushing into the week's schedule.

- Depending upon your arrival time, you will want to go directly to **Curtis Hall** to get your dorm room assignment and room key.
- Next stop is the **Student Center**. It's easy to find. It's the big, beautiful building with arched windows. This is the location of the **Guild School Office/Store** and the **Exhibit**. This is where you will check-in and receive your name badge and program containing the week's schedule. It is also where you will have all your questions answered and sign up for all sorts of things.
- If you are bringing a donation for the **Auction**, drop it off at the Guild School Office. If you are bringing an item(s) for the **School Exhibit**, we'll point you in the right direction.
- **First-year students, guests, and instructors** are welcome and encouraged to join one of the one-hour **Orientation Tours at 1:00 PM or at 3:00 PM** to get acquainted with the campus and the buildings we will be using throughout the week. Meet at the dining hall lobby 15 minutes prior to departure.
- The school week officially **begins at 5:30 PM** with a reception and cash bar on the patio, in addition to the first glimpse of the School Exhibit. Dinner, an opening ceremony, and the introduction of instructors follow.
- If you arrive late, go to Curtis Hall and get your dorm room assignment and key. Look for us in the dining hall.
- If you arrive really, really late, you might want to just get unpacked and go to bed. Breakfast and classes start early Sunday morning. Come to the Guild School Office/Store at 7:00 AM Sunday morning to get your name badge, meal ticket, and the week's schedule.

## Room Assignments

- The Curtis Hall dormitory rooms are quite large and have two single beds, two dressers, two closets and two desks. Bed linens and blanket are provided. Fresh *white* towels are left for you each day. 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 so note on the magnetic message board on your door.
- Two dormitory rooms, which we call suites, share a large bathroom which has toilets, double sinks, showers and individual locker space for toiletries. Again, this is cleaned daily 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 find the General Information and Room Assignment form...**everyone must fill this out and return it by March 15, even if you have already written or spoken to me about your preferences.**
- Now is the time to indicate if a non-participating 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 May 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 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.

## Meal Cards

- Nearly everyone attending the Guild School stays on-campus and has paid the standard tuition. Standard tuition means you are on the meal plan and will be issued a meal card for breakfast, lunch and dinner. There are no allowances if you decide you only want to eat part of the time...i.e., one meal per day, etc. There is no refrigeration available.
- Meal cards will be issued and can start being used beginning with Saturday evening dinner, and ending with the following Saturday morning breakfast. If you arrive early, or depart late, you can plan on eating in downtown Castine.

- For those staying off-campus, your tuition does not include room or meals. You can eat entirely off-campus for no additional fee or in the academy dining hall by selecting options: 1) on a cash basis, pay per meal (except for the two banquets and lobster Night) on a casual basis; 2) Meal Plan A to include all lunches and three dinners (Opening and Graduation Banquets and Lobster Night); 3) Meal Plan B to include all lunches and dinners; or 4) Opening and Graduation Banquets and/or the Lobster Night can be noted on your form and paid for ahead of time or on arrival day.
- The charge for this shuttle is what the airport shuttle service charges the Guild School. It does not include gratuity for the driver. You can pay this fee with your final payment of your bill or when returning this form.
- Regardless of the time of day or evening that your plane arrives or departs, the airport shuttle service will accommodate you. Arriving guests may have to wait for a period of up to three hours. Departing guests will be transported to the airport approximately one hour and a half prior to flight time as per the stipulation of most airlines, and may have to wait up to an additional three hours due to scheduling of shuttle runs. It's approximately an hour-long ride from the airport to the academy.

## Early Arrival and Late Departure

- The academy has other groups using their facilities before, after or during our specific dates. Therefore, students and instructors wishing to arrive early or depart later than our reserved dates *can do so only if accommodations are available*. It is usually acceptable to arrive one night early.
- You must make Early Arrival/Late Departure arrangements on or **before April 15** by returning the form along with payment-in-full. Soon after that date, all dorm room assignments are in the hands of the Guild School Office and then turned over to the academy. **Students, instructors, and guests are committed to these arrangements.** In addition, any forms and/or requests received after that date may not be able to be honored.
- It is possible to rent a car at the Bangor Airport. However, once in Castine, there is really no need for one. We are generally too busy for sightseeing and the village of Castine is within easy walking distance.
- The number of students/instructors arriving on any particular flight will determine what kind of vehicle you'll be picked up in....bus, van, taxi, or car. The driver(s) tend to be very friendly, and will, most likely, find you before you find them! They will meet you in the baggage claim area. Don't be shy about approaching and asking someone if they are there to transport you to the academy. Drivers have been asked to carry a sign.
- Sometimes students fly into Portland ME, Boston MA, or Manchester NH and rent a car or take a bus up to Bangor – meeting fellow students along the way to share expenses and travel fun. Castine is about a five-hour drive from Boston.
- Put this number in your mobile phone if you have arranged for the shuttle to meet you at Bangor Airport. **This is an emergency number in case of delays or cancelations.** You can speak directly with the shuttle service owner. If there is no answer, he is probably driving so be sure to leave a voicemail message or text and a return number.

## Airport Shuttle

- If you wish to be picked up at the Bangor Airport upon your arrival, and returned there upon departure, please use the Airport Shuttle Form to make the arrangements. Once you know your flight itinerary, fill out and return the form, along with payment...**on, or before April 15**. After May 15 all information will have been presented to the Academy. If you miss this deadline, you may be responsible for making your own arrangements for being transported to and from the airport. Changes to your flight number and/or arrival and departure times will be honored if your form has been received by the due date.

**Brad: 207-659-1704**

## Reminders & Other Information

### *These Are the Kinds of Things You're Probably Wondering About!*

- Casual clothes will be appropriate at all times, except on the first night for our Opening Banquet and the last night for our Graduation Banquet when you might want to dress up a bit (business/smart casual) for the festivities.
- Weather in Castine, during June, is usually perfect – and unpredictable. Come prepared for all extremes.

### *Sometimes Needed, Often Forgotten!*

- You'll have your own closet in the dorm, but usually there are a limited number of hangers. Temporary hooks, over-the-door hangers, etc. may be helpful additions to bring for clothes or towels. There are no irons or hair dryers.
- A battery-operated alarm clock, and even a flashlight, is not a bad idea. Mobile phone alarms and flashlights are options also. Power failures in Castine are not uncommon.
- Dorm rooms have two desks with magnetic bulletin boards. If you expect to be doing "homework" in your room or just reading, you might want to bring a desk lamp, clip-on lamp for the bed, or book light. Bring magnets to hold notes and schedules on your bulletin board.
- Bring rags if you expect to be using paints, stains, etc. Using the academy's washcloths and towels to wipe up, or wipe off, messy projects is not an acceptable alternative.
- The academy provides towels, washcloths, and soap in your bathroom. However, if you like large and plush towels, bring your own. Be sure your towels are not white. It greatly helps the housekeeping staff when sorting the towels for laundering.
- **If you take any medications on a regular basis, bring an ample supply...there is no pharmacy in the town. The closest one is 40 minutes driving distance.**
- There are photo opportunities galore and you will want to capture the school's various activities. Photo albums of your collection, smart

phone or iPad photos, or anything having to do with miniatures are always welcome and fun to share with others. Great for the evenings spent together in the dorm rooms.

### *Some of the Things You'll Need Extra Spending Money for....*

- Although Castine is a tiny village, it does have a couple of interesting gift shops where you might want to purchase a souvenir of your visit.
- There's also a grocery/deli store within easy walking distance of the campus. It's a great source for snacks, liquid refreshments, and other small items you might need.
- The snack shack on the waterfront or the local variety store is a great place to grab an ice cream cone or lobster roll when you feel an overwhelming urge to be near the water and relax a bit.
- Many students & instructors enjoy eating off-campus at least once during their stay. In addition, if you are arriving early or departing late, you will need to eat meals downtown.
- The academy itself has an on-campus store which is located on the side of Curtis Hall, the dorm building. It's well-stocked with all kinds of wonderful things. So, if you forget something, chances are they'll have it. (They are closed Saturday and Sunday, though.)
- The Guild School Office/Store has a library of research books available throughout the week. It also has an assortment of shirts, totes and aprons all featuring the school logo. A limited assortment of work supplies is also available.
- If you have a miniature-related business, or any other information that would be of interest to others, you are welcome to bring along business cards, flyers, catalogs, etc. There will be an information table provided for this type of thing in the dining hall lobby.
- Minis, Munchies, & More is a popular evening set aside for our very own miniature show, Guild School-style! This is your chance to purchase a miniature from a favorite instructor. Remember our non-US instructors usually are not able to accept checks, and many do not accept credit

cards. It is good to have plenty of cash. There are ATM machines on and near campus.

- Cash bars are available before and during some of our special evenings.
- The Live & Silent Auctions are a terrific way to get a wonderful miniature. This is the school's main fundraising effort, with the proceeds helping with the school's operation, purchasing tools for the Tool Pool, and supporting the scholarship program.

## Auctions

*Each year, it becomes a bigger challenge to bring extra \$\$\$ into the school funds in order to keep tuition where it is, for as long as possible. At the same time, the auction(s) provides all the extras we currently enjoy...not to mention adding to the ever-growing Tool Pool, as well as the scholarship fund.*

Won't you please consider donating something, or some things? It can be something you've made or collected. It can be a tool, books, or anything you no longer want or need, but another miniaturist would be interested in. It doesn't need to be something of tremendous value either. Actually we are looking for, and hoping to get, items in all price ranges. It makes the auction(s) more fun and affordable for everyone. On the other hand, however, please make sure your item(s) is in-scale and is something that others would truly love to own. Try to resist cleaning out your workshop and/or collection of pieces that are undesirable to you...chances are they will be undesirable to others also.

***Please Donate Something...***

***We're Counting On You!***

**THE LIVE AUCTION** is made up of donations created by instructors and others who are Artisan or Fellow members of the Guild – or sometimes our scholarship students. It is held on one evening just after dinner. The pieces in this auction often generate a large sum of money for the school...meaning, many of the items are quite expensive. If you are on a strict budget, it might mean others will out-bid you, or you might find yourself not bidding at all. *Please remember that this Auction is just as much fun to watch as it is to*

*participate in and that everyone benefits from the generosity of our successful bidders!*

**THE SILENT AUCTION** takes place over several days and can be great fun. We depend on a wide variety of donations for this. Although the individual pieces are not usually as costly, there are so many pieces that this Auction also has the ability to bring in a substantial amount of money for the school. No one needs to sit this one out. *It's a fun way for everyone to get some choice miniatures and a great way to support the school.*

***It's also the #1 way to get a Shining Star!***

***And, just what is a Shining Star, you ask?***

It's the star which is placed on your name tag once you've done something...anything...which is a show of support or helpful in some way to the school prior to you getting to school or once you're there. There's just a multitude of ways you can pitch in and help out...donating to the auction is just one of the ways. Bringing something to display at the School Exhibit is another important way to get that star. Getting a star means you've made a major contribution to the school's success through your help and participation.

## The Guild School Exhibit

One of our major events is the School Exhibit. Students and instructors bring their work or a piece from their collection to display for others to enjoy. Do you have something that you are especially proud of? Is there something special you would like to share? The Exhibit Coordinator adds the festive, thematic touches that make the whole exhibit come alive. You can rest assured that the room will be staffed by students, guests, and instructors who volunteer to watch over our treasures whenever the room is open. The room is locked and secured at all other times. The School Exhibit is also a special attraction for the public - staff at the academy, local townspeople, and visitors to Castine.

We ask your help in providing information in a timely manner. Please fill out the form and return it no later than May 15 so we can prepare signage in advance. Try to include interesting tidbits. Everyone loves a story. Thank you for any contributions you bring to make this the best exhibit ever!

# 2023 Guild School Prices

Any charges you incur, in addition to those on your Registration Form, will be added to your bill. Seminar fees will be billed separately.

Standard tuition: 36 hours of instruction, a shared room, meals	1800
Off-campus tuition: 36 hours of instruction only; no room or meals	950
Off-campus Meal Plan A: all lunches, 2 banquet dinners, lobster dinner	300
Off-campus Meal Plan B: all lunches and all dinners	350
48-hour class or an additional 12-hour class	300
Non-participating guest: shared room and all meals	700
Private room in Curtis Hall	400
Early arrival/late departure, Curtis Hall, per night	70
Leavitt Hall, private or shared	680
Early arrival/late departure, Leavitt Hall, per night	95
Graduate apartments, private or shared	875
Early arrival/late departure, Graduate Apartments, per night	135
Airport shuttle, each way	55
Extra Opening Banquet, Lobster Night, Graduation Banquet (each)	55

**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, they wish to have a private room. The time to request a private room is now, not later. As previously discussed, we will do our best to accommodate you comfortably but cannot promise you a beautiful view, or a roommate who doesn't snore or who works too 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.