

THE WORKSHOP FIELD GUIDE

(front)

WELCOME TO THE WORKSHOP! WE ARE SO HAPPY
YOU HAVE CHOSEN OUR SPACE FOR YOUR NEXT EVENT.
WE'VE COMPILED A LIST OF NOTES
AND INSTRUCTIONS TO ENSURE YOUR EVENT
IS A GREAT SUCCESS!

- Once deposit (50%) is received, your date is
officially on the books and
a receipt will be emailed to the address on file.
The remaining balance will be due within 24 hours
of your event. Payments can be made via
Venmo, Paypal, or check.

- All outside food and drinks are welcome.
Please make yourself at home with our
refrigerator, sink, and coolers, as well as any
kitchen utensils, platters, and pitchers we
have on hand. We just ask that anything borrowed
is washed following your event and left sink-side.
No paper goods are provided besides
paper towels and toilet paper.

- The mini-split HVAC unit will be set at 68 in the
cooler months and 72 in the warmer months.
If adjustments are needed, the hand-held controller is
located on the south wall near the wash sink.

- Paper towels, toilet paper, basic cleaning
supplies, and trash bags will be fully-stocked.
Paper towels are under the wash sink,
and extra toilet paper will be kept in the
bathroom cabinet. All basic cleaning supplies
and trash bags are provided in the locker
nearest the wash sink.

- A toilet plunger is located below the toilet tank
in the bathroom. For plumbing emergencies,
please contact the numbers provided.



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- The Printer is located in the bookshelf.
Connect via wi-fi and use as you need.
The Network name is "Pantum P2500 Series."

- A 4 digit key code will be text out 24 hours before your event.
The Workshop will allot a half hour of set-up immediately before the event, and a half hour of tear-down following the event at no charge. When leaving The Workshop, hold the # button on the front-door keypad for 2 seconds until deadbolt locks.

WIFI network: The Workshop Guest
WIFI password: workshopguest1876

- The Alexa dot is connected to a stereo that sits on the bookshelf and feeds three speakers in The Workshop. Guests are welcome to ask Alexa to play their favorite Spotify playlist. Or, guests may connect a device to the headphone jack on the stereo.

- Need something? We are most available via text:
David Splawn: 806-241-9108 Stacey Splawn: 806-241-9345.
Please be advised that we are a 20 minute drive to The Workshop and have 5 children that keep us busy, busy.
We will try to be as responsive as possible and get back to you as soon as we can.

Non-Emergency Marshall Police Department: 903-935-4575

- Non-profit: as always, non-profit events are free of charge.
It is our honor to serve you! If you feel so inclined to donate, we would gladly accept monetary contributions to cover our overhead including electricity, water, cleaning, and paper goods. A tip jar is located at the front table.

- The Workshop is also home to two permanent partners:
The Joe Pine baking kitchen and Second Season Coffee Roasters.
Everything beyond the barn doors is their domain.
Please keep all guests in The Workshop space and restroom.

TO CLOSE:

Basic clean up is expected after your event.
We will take care of sweeping and mopping, but please bag all trash and place it in the blue trash can at the west end of the block nearest Bolivar. Place tables and chairs back in place. Please turn off the light switch that is nearest the front door (the chandelier will remain on).
When leaving The Workshop, hold down the # button on the door keypad for 2 seconds until deadbolt locks.