

Columbia Basin Basketry Guild

Annual Tidal Twinings Retreat in Lincoln City, OR * September 17 – 21, 2008

Name _____ Phone: Day _____ Eve _____

Address _____

Email _____

PROPOSAL FOR RETREAT WORKSHOPS

Honorarium and Materials Fees: Instructor will receive an honorarium in the amount of \$25 per hour for each workshop hour. For instructors who teach 4 or more hours in a day, the instructor will receive free housing and a \$20 registration fee refund for that day (refunded from registration fees paid). Instructor will be responsible for collecting materials fees at time of workshop directly from students. Teachers will receive a travel reimbursement of \$10 per hour of class taught.

Title of Class: _____

Dimensions of Basket: _____ H x _____ W x _____ D. Length of session: _____ hours.

If you are proposing a workshop for 1 day or less, are you willing to repeat it? Yes No

Max number of students: _____ Level of difficulty: Beginning Intermediate Advanced.

Day preference for class (please indicate 1st and 2nd choice): ___ Thurs. ___ Fri. ___ Sat. ___ Sun

Description of workshop, including materials used and any special techniques that will be taught:

List of tools and/or materials students are required to bring to class:

Materials fee per student: \$ _____

PROPOSAL FOR MINI WORKSHOPS/DEMOS

Instructors for mini workshops will be paid \$25 per workshop/demo with a minimum enrollment of 4 students. Instructors are responsible for providing materials and collecting materials fee. Please include a **photo*** with the proposal form.

Title of Class: _____ Day Preference _____

Dimensions of Basket: _____ H x _____ W x _____ D. Materials fee per student: \$ _____

Proposals are due by MARCH 1, 2008. Please return proposal forms and **photo*** of basket item to:

CBBG Tidal Twinings 2008

c/o Marge Meyer

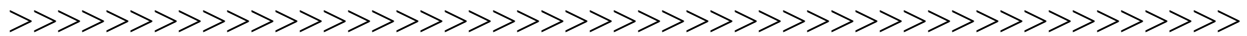
6120 S.W. 124th, Sp. #37

Beaverton, OR 97008

mepermarg2@mac.com or 503-351-7115

* A sharp photo as close as your camera will take with a **white** background will work best for our illustrations. Digital photos are acceptable as long as they are at least 300 dpi. Please send digital photos in a CD. **Your proposal will not be considered without a photo.**

www.basketryguild.org



Frequently Asked Questions

When is the deadline for submission of class proposals? March 1, 2008. Teachers must use the class proposal form.

Is there a fee for submitting proposals? No.

Is there a limit to the number of class proposals I can submit? No. Please use one class proposal form per class proposal.

When will I know if my proposal has been accepted? The selection committee will notify you after it has made its decision on class offerings, in mid-March 2008.

Will there be a contract? Yes. When decisions are made on which classes to offer, contracts will be sent to teachers. Contracts must be signed and returned by March 30, 2008.

How much will I be paid if I teach? Teachers will be paid \$25 per hour of instruction time. For teachers who teach 4 or more hours in a day, housing is provided free for that evening and a \$20 registration fee credit is provided for that day (this is paid to you at the time of the retreat).

Will I be compensated for my travel? **We will be reimbursing travel differently this year.** Teachers will receive a \$10 travel allowance per hour of instruction. (For example, if you teach 8 hours, you will get \$80. If you teach 25 hours, you will get \$250.)

Do you need a photograph with the proposal form? Yes. The photograph you submit will be used in the class brochure. The photograph should be in color, on a white background. Digital photographs are acceptable, so long as the quality is very high (at least 3" x 3" at 300 dpi). We request that digital photos be submitted on CD. Your proposal will not be accepted without a photograph. Proposals with poor quality photos may also be rejected.

How long of a class may I propose? The class length is up to you. You may propose a partial day class (1-4 hours), a whole day class (6-8 hours) or even a two-day class. Eight hour classes go from 9am – noon and from 1pm to 6pm. Sunday classes are from 9am – 1pm. You may propose a short Wednesday evening class, but we recommend not more than a 1 hour mini class for that time slot.

Does the basket have to be finished in the class time provided? If time outside of class will be required to finish the basket/project you are proposing, this should be noted in the class description.

What do I put in the "Class Description" line on the form? Describe the basket and include any special techniques taught or demonstrated. This description is what will be used in the class brochure. Please be clear and concise (if it is too long, we will edit it).

May I propose a class I have taught somewhere else? Yes, but fresh classes will have priority over classes taught in the Pacific Northwest within the past 2 years. Class offering selections are entirely up to the discretion of the retreat committee.

May I sell materials, kits, patterns, and/or finished products at the retreat? Anyone may sell these items in the common room. In classes, please limit sales to items related to the class being taught. You do not need to reserve your own space in advance – it is first come-first serve. You will need to bring your own props, displays and/or tables. Because of the limited number of tables at the facility, we can no longer provide tables for this use. You are welcome to sell at the limited space that each participant is provided in the open weaving area.

How is class materials fee collected? The materials fee for classes is collected by the instructor at the beginning of the class directly from the students.

When will I be notified if classes are to be held or cancelled? We will notify you when your class has met the minimum enrollment, hopefully in July.

Do I have to pay the Retreat registration fee if I am not taking any classes? Yes, and you must register. Registration pays for meals and use of the facility. We anticipate having the registration packets out in April. You will need to register with these materials. If your classes do not go and you do not wish to attend the retreat, you will be given a full refund. For days that you teach 4 or more hours, you will be refunded your housing fee for that night, plus a \$20 credit against the registration fee.

May I also take a class, in addition to teaching? Yes. You will have the opportunity to register for classes when registering for the retreat.

Do I have to be a member of the CBBG to teach at or attend the retreat? You do not have to be a member if you are only teaching classes. However, if you will also be taking classes, then you need to be a member of the CBBG or the Vi Phillips Northwest Basket Weaver's Guild, or pay a \$20 fee for non-member participation.

Do I need to submit a proposal for a Mini Workshop? If you want to be paid by the guild for the mini workshop, then you need to submit a proposal. Teachers are paid \$25 per hour to teach a mini workshop, at least one hour in length (one hour is the usual length). You will be notified if your mini workshop is selected. Registration for these is through the regular retreat registration form. Informal mini workshops can also be organized at the retreat. Registration for these workshops are on a first come, first serve basis at the retreat (please coordinate with the folks at the registration table).

When are the mini workshops held? Typically, they are held on Wednesday evening or Sunday morning, but other times may be available. Talk to a committee chair for more information on mini workshops.

Do I need to provide a pattern when teaching a class? While not strictly required, the students who come to the retreat have come to expect it from their teachers. It is therefore STRONGLY ENCOURAGED that you provide a pattern for the class. Negative comments made by students on class evaluations do have an influence on who is invited back to teach in future years.