



NAME Online Workshop Application Instructions

Application due September 28, 2018
"Around the World in 8 Days"
May 15-19, 2019

NAME invites you to apply to teach a workshop at our Online Houseparty. To be considered, you must be a current NAME member. If you are interested, please complete the following application and email it, along with the requested photos, to the NAME Office at the address below.

Please note the following important information:

1. Deadlines for applications are posted in the Miniature Gazette and on the NAME website: www.miniatures.org. Accurate and timely applications (that conform to the rules) are vital to the decision making process.
 2. The Office will register up to the maximum number of students you indicate on your application. There is no minimum. It is expected that classes will be taught regardless of the number of students that register.
 3. *Photographs or digital pictures*: remember, this is your one opportunity to sell your workshop, so make it count! Be sure your photographs are sharp and show your project clearly. Some members of the selection committee may not be familiar with your work.
 4. The Cost of Materials/Kit plus the stated shipping amount is the amount you will receive for each student registered for your workshop. The published price of your workshop will be that amount plus a \$14 administrative fee. Please be specific in your description. If your project is accepted, this is the description that will appear on the Online Houseparty website, so you will want to make it appealing to prospective students as well as the selection committee. If your Workshop is selected as part of the Online Houseparty, you will be sent a VIP registration form with your acceptance letter. You must be registered for the Online Houseparty to present your Workshop.
 5. Upon acceptance, a \$20 fee will be assessed to all instructors to help defray costs associated with providing workshops at the Online Houseparty.
- NAME is going Green! Please email the application, and pictures to kim@miniatures.org. There is no fee to apply electronically. Your application and picture page will be uploaded to a secure cloud location for the selection committee to review.
 - If you choose to mail your application and pictures, please include a \$5 processing fee. You may either send a check or money order to the address below or pay via PayPal to: name@miniatures.org Be sure to include description of payment with check or PayPal. Your application and picture page will be scanned and uploaded to the cloud.

If you wish to charge your fee you must complete the following:



PayPal: send to name@miniatures.org with a memo of "Workshop Application OLHP"

Name on Card _____

Account Number _____ Expiration _____

Do NOT add your credit card information if emailing this form.

Call the office afterward with the information.

Signature _____

**NAME
Applications
PO Box 69
Carmel IN 46082-
0069**



NAME Online Houseparty Workshop Application

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"Around the World in 8 Days"
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I am applying for (year) **2019** **ONLINE Houseparty**. Location _____

Name _____ Telephone _____

Street _____

City/State/Zip _____ Email _____

Title of Class: _____

Cost of Materials/Kit per student \$ _____ Scale: _____ Maximum Number of Students: _____

Shipping Costs: US: _____ Canada/Mexico: _____ Other _____

Countries: _____

I will be teaching the following techniques: _____

Students will need the following specific skills: _____

Minimum Skill Level Required: Beginner _____ Intermediate: _____ Advanced: _____

MY NAME, as it should be printed _____

DESCRIPTION OF CLASS, as I would like it shown on the Online Houseparty Website):

Has this workshop been taught before? Yes ___ No ___ Have you applied as a Dealer to this event? Yes ___ No ___

What is the approximate finished size of this workshop (L x W x H)? _____

Is everything in your pictures included in the workshop? Yes ___ No ___

If you answered no, please tell us what will not be included: _____

I would like to donate sample as Houseparty Helper (\$50 value) _____ Door prize (\$10-\$50) _____

Signature _____ Date _____