



# NAME Workshop Instructor Application Instructions



**Deadline: October 31, 2022**

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

Please note the following important information:

1. Postmark deadlines for applications are posted in the Miniature Gazette and on the NAME website: [www.miniatures.org](http://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 computer-generated 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. All photos should be on a single page. Some members of the selection committee may not be familiar with your work. Please do not use samples or line drawings.
4. The Cost of Materials/Kit 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.
5. At the **Convention**, Pre-Convention Workshops are held on Monday, Tuesday and Wednesday (1, 2 or all 3 days) and are 8 hours each day. Registered Workshops are held on Thursday and Friday mornings and are typically 3½ to 4 hours long. At **Houseparties**, Pre-Convention Workshops are held on Thursday (8 hours) and Registered Workshops are Friday and Saturday mornings (3½ to 4 hours).
6. Please be specific in your description. If your project is accepted, this is the description that will appear in the registration packet, so you will want to make it appealing to prospective students as well as the selection committee.
7. **The NAME logo is trademarked and, as such, may not be used in any products without prior written approval by the NAME Board of directors. Use of other corporate logos is subject to their restrictions.**
8. If your Workshop is selected as part of the Convention/Houseparty, you will be sent a VIP registration form with your acceptance letter. You must be registered for the Convention/Houseparty to present your Workshop.
8. Upon acceptance, you will receive a workshop agreement and a \$20 fee will be assessed to all instructors to help defray costs associated with providing workshops at the Houseparty or Convention.

Please email the application, and pictures to [kim@miniatures.org](mailto: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](mailto: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.



For PayPal payment: send to [name@miniatures.org](mailto:name@miniatures.org) with a memo of "Workshop Application/2023 Cape Cod Convention."

Name on Card \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration \_\_\_\_\_

Signature \_\_\_\_\_

**Do NOT add your credit card information if emailing or faxing any form! Call the office afterward with the information.**

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



# NAME Workshop Application

**Deadline: October 31, 2022**



I am applying for (year) 2023 **National Convention**. Location Cape Cod, MA

I am applying for (year) \_\_\_\_\_ **Regional Houseparty**. Location \_\_\_\_\_

**Pre-Convention** \_\_\_\_\_ **Registered** \_\_\_\_\_ (Please check one – see descriptions on Instruction Sheet)

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Email \_\_\_\_\_

Title of Class: \_\_\_\_\_

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

I need: Water \_\_\_\_\_ Electricity \_\_\_\_\_ Other \_\_\_\_\_

Preferred Class Days \_\_\_\_\_ Length of Class \_\_\_\_\_

Potential Schedule Conflicts \_\_\_\_\_

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 printed in the Registration Packet (please print clearly):

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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)? \_\_\_\_\_

Will there be any prep-work for the students? Yes \_\_\_ No \_\_\_

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 (\$150 value) \_\_\_\_\_ Door prize (\$10-\$50) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
By typing my name on the line above, I acknowledge it is the same as signing the document.