



NAME Online Houseparty

Workshop Application

Splintered Fairytales

February 17-20, 2022



Instructions for Workshop Application Online Houseparty

APPLICATION DEADLINE JULY 1, 2021

NAME invites you to apply to teach a workshop at our Online Houseparty for our Online Houseparty “Splintered Fairytales” Feb 17-20, 2022. 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. 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.
4. 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. **Photographs of the workshop submitted shall include ONLY the items that are included in the class.** Some members of the selection committee may not be familiar with your work.
5. 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.
6. 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.

Prior to applying, please review this list and confirm that you are willing to carry out these basic tasks:

- Provide NAME with all information/photos for an accurate workshop listing.
- Contact all students prior to the class with a list of materials required for the class. (in a timely manner)
- Ship all kits to students in time for all to be received prior to the online class session. Provide NAME with tracking numbers as proof of shipping. You will set these deadlines at the time of Agreement.
- Utilize NAME's ZOOM account or your own for teaching your online class. A condition of teaching is that you agree to record or grant permission to NAME to record the class to be made available to students after the class occurs.
- Send the link to the recording to your students within 5 days of completion of the class.
- A \$20 non-refundable administrative fee must be included with the contract.

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 teach your Workshop

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.



*NAME Online Houseparty
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Splintered Fairytales
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NAME Online Houseparty Workshop Application Form

Application due date July 1, 2021

Name: _____ Telephone: (_____) _____

Street: _____

City: _____ State: _____ Zip: _____

Email: _____

Title of Workshop _____ Scale of workshop _____

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

Shipping Cost: US: _____ Canada: _____ Other Countries: _____

I will not ship to the following countries (e.g., you may choose not to ship to the UK due to the UK Vat regulations):

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, 100 words or less)

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 _____