



National 2027 Convention Louisville, KY



NAME Workshop Instructor Application Instructions

Deadline-Must receive by: November 2, 2026

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 that if you are applying as a dealer you must plan on fully registering for the convention if accepted as a Workshop Instructor.**

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. 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 **must 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 \$17 administrative fee.
5. **At the Conventions, Pre-Convention Workshops are held on Wednesday 7-1/2 to 8 hours. Registered Workshops are held on Thursday, Friday and Saturday mornings and are typically 3½ to 4 hours long.** At **Houseparties**, Pre-Convention Workshops are held on Thursday and Registered Workshops are Friday and Saturday mornings.
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.
9. 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. 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.



Call the office at 317-571-8094 to pay over the phone with a credit card
For PayPal payment: send to name@miniatures.org with a memo of "Workshop Application."

If mailing your application, it must be received by Nov 2nd or it will not be included.

Mail to: NAME, 130 North Rangeline Rd, Carmel IN 46032

or you can email along with your single picture page to kim@miniatures.org



NAME Workshop Application

National 2027 Convention

Louisville, KY



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I am applying for (year) _____ **National Convention**. Location _____

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):

What materials are being used in your workshop? _____

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 _____

If mailing your application must be received by Nov 2nd or it will not be included.
 Mail to: NAME, 130 North Rangeline Rd, Carmel IN 46032 (images need to be emailed)
 or email application with workshop images to kim@miniatures.org