



NAME Workshop Instructor Application Instructions



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. 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. 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.

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 and mail the following:



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

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



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):

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 _____