



2010 Teacher's Proposal

Announcing the 2010 Puget Sound Bead Festival July 9th, 10th, And 11th with classes starting on the 8th! The festival will be held at the Hotel Murano Bicentennial Pavilion in Tacoma Washington. We invite you to apply to teach at this event.

Guidelines:

- Please return this proposal with physical samples by **December 31st**, 2009. Class selection and placement will begin the following week. Instructors can submit class proposals after **December 31st**, however, space becomes limited quickly and it is best for teachers to submit classes as close to the due date as possible.
- No class will be considered without a physical sample accompanying the proposal. Please Send sample with the proposal to: Puget Sound Bead Festival Attn: Melissa Lovejoy, 3019 6th Ave, Tacoma, WA 98405.
 - o Samples will be returned to the instructor by mid-February.
- Photos of all the samples will be done by the Puget Sound Bead Festival. This is to ensure quality and consistency in the brochure.
- We encourage instructors to offer 3 hour classes over 6 hour classes if at all possible. This would give the opportunity for more students to take the classes, make the class fees more reasonable, and give the student more time to shop if desired, plus exposes you to a greater number of students.
- Please, no classes with student homework.
- We also suggest teachers purpose current and popular projects. Metal and Wire are the most popular classes, followed by PMC, contemporary jewelry, and then seed beading.
 - o We will be choosing classes based on these criteria: 60% - Metal and Wire, 10% - Metal Clay, 10% - contemporary jewelry, 10% - seed beading, and 10% - mixed media.

Additional information:

- The Northwest Bead Festivals agrees to pay instructors as follows:

\$30 / per student – 3 hour class	\$60 / per student – 6 hour class
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- **NEW THIS YEAR:** We will not be requiring that students purchase kits. We will be listing the price of the class only. Instructors must provide a list of materials that students will bring with them for use in class. Each teacher can additionally decide for themselves if they want to have kits available for students to purchase or not. We ask that instructors submit two materials lists this year. The first list would be the materials needed to make the project (the materials that would be in the kit or that the student would bring with them to class) and then another one of the tools or additional items to bring. If you choose not to offer kits, please simply list everything the student will need to bring to class and whatever tools from the attached list you will not be providing for use in class. We will be posting these lists online so the student can make their decisions. If you want to have kits available, we are happy to post a price, but the student will be purchasing those kits directly from you at the show. You are required by this contract to make contact with each student prior to the show to guarantee a successful outcome for all.
- Teachers are encouraged to sell product before and after class and during breaks.
- Teachers will be responsible for all other personal expenses including travel, lodging, food and transportation.
- Teachers will be paid half of the preregistration numbers by check at the show. The balance plus any additional in-show registrations will be paid six weeks after the close of show.
- Teachers will be given students' email addresses 1 month prior to the show date as a way to contact them before the show and will be required to contact students at least once prior to the show. This will help students feel more connected with their experience and allow a better out come for both the teacher and the student.

I hope you will be able to join us. Please feel free to call with any questions! Thank you!

Sincerely,

Melissa Lovejoy

NWBF Class Coordinator

The Puget Sound Bead Festival

2010 Teacher's Proposal

(This sheet must come completed with each of your proposals)

Name:

Mailing Address:

Phone:

E-mail (Must have current and consistent email for easier communication with the show):

**Puget Sound Bead Festival, July 8th, 9th, 10th & 11th 2010
Proposal due December 31st 2009**

Instructor Bio:

I have read and understand the proposal Guidelines and additional information: _____
(Initial)

Please return by December 31st, 2009 to:

**The Bead Factory
3019 - 6th Avenue
Tacoma, WA 98406
253-572-5529 or toll free 1-888-500 BEAD
Fax: 253-383-9701 or email melissa@thebeadfactory.com**

The Puget Sound Bead Festival

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(This sheet must accompany each of the class proposals; please feel free to photocopy enough for each of your proposed classes)

Class Title:

Media and Techniques used:

Class offered is (Circle one): **3 hours** **6 hours**

Student level (Circle one):

All Levels - Open to students of all skill levels

Beginner – new to or not yet proficient in this particular technique

Intermediate – Able to complete basic projects in this particular technique, ready to learn a new skill or variation

Advanced – Has completed multiple projects using the techniques and is ready for a challenging step forward.

Open Flame (or Kiln) will be used in this class: YES (please specify) NO

Project Completed in class: Yes No (please explain about how far student will get)

Brief Description:

Note: Please include specific techniques used in class and please be clear about class expectations (what is accomplished in class, if the project is finished or not).

Due to the broad range of tools each class requires we ask that you limit the tools students must bring with them to the following list. Please circle all that apply:

- 01—Glasses or magnification (if needed)
- 02—Beading Surfaces (types will vary)
- 03—Thread Conditioner
- 04—Scissors
- 05—Needles (sizes will vary, please specify)
- 06—Thread (sizes and types will vary, please Specify)
- 07—Chain nose pliers
- 08—Round Nose pliers
- 09—Flush wire cutters
- 10—Wire straightening pliers (nylon jaw)
- 11—Flat Nose pliers
- 12—Bent chain nose pliers
- 13—Crimp Forming pliers
- 14—Tape measurer or Ruler
- 15—Hammers (types will vary, please specify)
- 16—Bench block and pad
- 17—Butane Torch and Refill
- 18—Kiln Brick or soldering boards

If there are special tools that are more specific to your class we ask you bring a limited quantity for students to share, and also some to sell to students if you like. You may also include with the proposal a list of these specialty tools that will be listed as “optional”. Other tools may be considered for the required list, please contact Melissa.

I have double checked that all of the above information is completed and it is all correct: _____
(failure to complete any of the above fields may result in this class not being chosen, or at least make show coordinators very grumpy)

Please return by December 31st 2009 to:

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