

NAME Workshop Instructor Application (Instruction Sheet)

Postmark Deadlines for applications are in the Gazette and on the NAME Web Site (www.miniatures.org).

NAME invites you to apply as an Instructor for the National Convention or a Regional Houseparty. To be considered as an instructor, you must be a NAME member. If you are interested, please **complete** the following application and return the following items. NAME strives to provide the best Instructors possible for the membership, so please complete this application with that in mind.

1. The following **completed application** (do not return this instruction sheet).

Note on Maximum Number of Students:

This is the maximum number of students the office will register for your class. If your class does not fill prior to the event, a postcard will be included with your final roster asking how many (up to your previously stated maximum) kits you will bring so we can register additional students at the event. In no case will the office or local committee facilitate the sale of extra kits beyond your stated maximum.

There is no minimum. It is expected that classes will be taught regardless of the number of students that register.

2. **Photographs or computer generated pictures.** Remember, this is your one opportunity to sell your workshop so make it count! Some members of the selection committee may not be familiar with your work. **Note:** different quantities are required for National Conventions vs Houseparties. **Please do not send samples.**

National Convention: **Eight (8) identical copies of a single 8 ½ x 11 page (single sided) of photographs or computer generated pictures. No line drawings.**

Regional Houseparty: **Two (2) identical copies of a single 8 ½ x 11 page (single sided) of photographs or computer generated pictures. No line drawings.**

NOTE: Pictures will not be returned.

3. **Accurate and timely applications (that conform to the rules) are vital to the decision making process. It can not be stressed how important that single page of pictures is. One that shows your project off is highly beneficial. We realize that professional photography is not the specialty we are after, but we also want our applicants to know that each member of the selection committee is not intimately familiar with every instructor.**
4. A \$5.00 check for the non-refundable application fee, payable to NAME. Be sure to include the Convention or Houseparty for which you are applying on your check.
5. Upon acceptance, a \$20 room fee will be assessed to the instructor.

Send the above items to:

NAME Workshop Instructor Application
PO Box 69
Carmel IN 46082-0069

NAME WORKSHOP INSTRUCTOR APPLICATION



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

I am applying for (year)_____ **Regional Houseparty.** Location_____

Pre-Convention_____ **Registered**_____ (Please check one)

Name _____ Telephone_____

Street_____

City/State/Zip+4 _____ Email_____

Title of Class:_____

Cost of Materials/Kit per student \$_____

Scale_____

Maximum Number of Students: _____

I need: Water_____ Electricity_____ Other_____

Preferred Class Times _____ Length of Class_____

Potential Schedule Conflicts_____

I will be teaching the following techniques:_____

Students will need the following specific skills:_____

Skill Level Required: Beginner_____ Intermediate:_____ Advanced:_____

MY NAME, as it should be printed_____

DESCRIPTION OF CLASS, as I would like it printed (100 words or less, use back if necessary)

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_____