NAME Online Workshop Application Instructions

NAME invites you to apply to teach a ZOOM workshop on our Create platform. 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 (maximum 4), to bathca@gmail.com .

Please note the following important information:

1. Classes are offered on a regular basis through NAME and can be submitted at any time. Once your application is approved, we will work with you to determine the schedule for both offering and teaching the class. Your class may be one of many under consideration at any time, so please be flexible. We encourage you to consider that your students could be from anywhere in the world geographically. Most instructors begin their workshops around Noon, eastern time to accommodate a wider range of time zones.
2. Accurate applications (that conform to the rules) are vital to the decision-making process. Incomplete information will delay a decision regarding acceptance or decline of a workshop.
3. The NAME 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 using the NAME ZOOM account regardless of the number of students that register.
4. *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. Some members of the selection committee may not be familiar with your work. Please submit clear photos with this application as substitutions are not permitted once a contract is signed. Only the items included as part of the kit shall appear in your photos. Nothing is permitted in your photo that is not included in the kit with the exception of a backdrop. If you require a backdrop, it must be nothing more than a solid colored wall.
5. The kit cost plus the stated shipping amount is the amount you will receive as your Instructor Fee for each student registered for your workshop.
    ·   The published price of your workshop will be the Instructor Fee plus a $25 administrative fee.
    ·   NAME members logging in to place their order will receive a discount on the administrative fee, reducing the administrative fee to $14.00
6. Please be specific in your description. If your workshop is contracted, this is the description that will appear on the Create website, so you will want to make it appealing to prospective students as well as the selection committee.
7. The deadline for accepting students shall be a minimum of 10 days prior to class date assuming that your kits are ready to ship. Set your deadline earlier if you are unable to ship your kits at least 15 days prior to the class.
8. Upon acceptance, a $25 fee will be assessed at the signing of the Contract to all instructors to help defray costs associated with the ZOOM accounts used for teaching a class. All applications shall be submitted electronically.
9. 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.
    ·   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 Contract.
    ·   Utilize NAME's ZOOM account or your own for teaching your online class. A condition to 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 after the class is completed.
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NAME Online Workshop Application

Name of Workshop: _____

My preferred month to teach this Zoom workshop is: _____ (month)

Name _____ Telephone _____

Street _____

City/State/Zip _____ Email _____

Cost of Materials/Kit per student $ _____ Scale: _____ Maximum Number of Students: _____

Shipping Costs: US: _____Canada/Mexico: _____Other Countries:_____

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 online_____

DESCRIPTION OF CLASS, as I would like it shown on the Create platform):

_____

_____

_____

_____

_____

_____

Has this workshop been taught before? 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_____Please check if you agree

I would like to donate sample for a NAME fundraiser. Yes___   No____

Signature _____ Date_____