



NAME Online Gift & Gab Application Instructions

NAME invites you to apply to host a ZOOM Gift & Gab 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, to Barbara Thornton-Hill, bathca@gmail.com.

Please note the following important information:

1. Gift and Gabs are offered through the NAME Create platform and can be submitted at any time. Once your application is approved, we will work with you to determine the schedule for offering the Gift & Gab. Your Gift & Gab may be one of many under consideration at any time, so please be flexible. We encourage you to consider that your guests could be from anywhere in the world geographically. Most presenters begin their Gift & Gab 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 Gift & Gab.
3. The NAME office will register up to the maximum number of guests you indicate on your application. There is no minimum. **Presenting a Gift & Gab on the Create platform requires that it be recorded.** It is expected that Gift & Gab will be held using the NAME ZOOM account regardless of the number of guests that register. However, you may opt to use your own Zoom account.
4. **As a Presenter, you are responsible to provide a quality gift to each guest.** The gift should be related to your Gift & Gab and may not differ in color or other small details but must be the same for each guest. Please submit a photo of your gift. The photo will be used by the selection committee in choosing the Gift & Gabs and if contracted, it **will be published** on Create.
5. *Digital pictures:* Remember, this is your one opportunity to sell your Gift & Gab, so make it count! (ex: your Gift & Gab focuses on period clothing, include a couple of photos or drawings of a clothing item from that period) Be sure your photographs are sharp and represent the theme of your Gift & Gab. 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 gift shall appear in your photos. **Nothing is permitted in your photo that is not included in the gift with the exception of a backdrop.** If you require a backdrop, it must be nothing more than a solid colored wall.
6. The Gift & Gab cost plus the stated shipping amount for the gift is the amount you will receive as your Presenter Fee for each guest registered for your Gift & Gab.
 - The published price of your Gift & Gab will be the Presenter Fee plus a \$25 per capita fee.
 - NAME members logging in to place their order will receive a discount on the per capita fee, reducing the fee to \$14.00
7. Please be specific in your description. If your Gift & Gab is contracted, this is the description that will appear on the Create website, so you will want to make it appealing to prospective guests as well as the selection committee.
8. The **deadline for accepting guests shall be a minimum of 15 days prior to** Gift & Gab date assuming that your gifts are ready to ship. Set your deadline earlier if you are unable to ship your gifts at least 15 days prior to the class.
9. Upon acceptance, a \$25 Create fee will be assessed at the signing of the Contract to all Presenters to help defray costs associated with the ZOOM accounts used for teaching a class. All applications shall be submitted electronically
10. 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 Gift & Gab listing.
 - Contact all guests prior to the Gift & Gab with a list of materials required for the Gift & Gab.
 - Ship all gifts to guests in time for all to be received prior to the online session. Provide NAME with postage receipts as proof of shipping. You will set these deadlines at the time of Contract.
 - Utilize NAME's ZOOM account or your own for your Gift & Gab. A condition to presenting is that you agree to record or grant permission to NAME to record the Gift & Gab to be made available to paying guests after the Gift & Gab occurs.
 - Send the link to the recording to your guests within 5 days of completion of the event.



NAME Online Gift & Gab Application

Name of Gift & Gab: _____

My preferred month to present this Zoom Gift & Gab is: _____ (month)

Name _____ Telephone _____

Street _____

City/State/Zip _____ Email _____

Cost of Materials/Gift per student \$ _____ Scale: _____ Maximum Number of Guests: _____

Shipping Costs: US: _____ Canada/Mexico: _____ Other Countries: _____

MY NAME, as it should be printed online _____

DESCRIPTION OF GIFT & GAB, as I would like it shown on the Create platform):

Has this Gift & Gab been taught before? Yes _____ No _____

Signature _____ Date _____