

GUILDERS WEAVE 2020 – CALL FOR TEACHERS

We are happy to announce that The Tidewater Basketry Guild's **GUILDERS' WEAVE 2020** is scheduled for Thursday, January 16 through Sunday, January 19, 2020 at the Marriott City Center Newport News in Newport News, Virginia. We would be very pleased for you to consider submitting basket class proposals for the weekend event. Please review the following class submission information.

- Our event is structured to schedule classes on Thursday evening (from one and up to four hours), Friday during the day (up to 8 hours), Saturday during the day (up to 8 hours) and Sunday morning (4 or 6 hours). A Teachers' Marketplace is set for Friday evening and our banquet dinner are set for Saturday evening.
- If you have a seminar or short class (1 or 2 hours) that you are interest in adding to our Thursday evening or Sunday session, include the description and class fees on a separate Teacher application form. We prefer 4 hour classes for Sunday as students and teachers are anxious to finish on time.
- If you are **unavailable on any given day**, please make a note on your application.

We offer teachers who have taught at Guilders Weave within the last 5 years the opportunity to send proposals via electronic submission.

Please note that there are 2 sets of instructions for proposals this year.

We will **begin** accepting baskets for jurying (both via mail and electronic) on **May 29th, 2019**.

THE DEADLINE FOR RECEIVING PROPOSAL PACKAGES IS JUNE 7TH, 2019.

Jurying will take place the following week. Packages will be returned as soon as possible following jury completion. Notifications will be sent no later than June 28th.

TO SUBMIT A PROPOSAL:

Complete a Teacher Application form for each basket you wish to submit for jurying. You may submit any number of baskets. By submitting a basket for consideration you agree that you either have permission to teach that pattern or are teaching your own pattern.

- As the instructor, you determine your class fee. The fee should take into consideration materials and related expenses. Your stated class fee is the **final amount (tuition + materials)** the student is expected to pay for that class. Classes will be limited to 10 students per class.
- Please be as accurate as possible in stating your *total* class time requirement. A 4-hour class should be **completed** within the scheduled 4 hours, students leave with baskets finished (or nearly so), the classroom area clean and ready for the next class. **If you submit a basket that cannot be finished within a class period, please clearly explain that on the application.**
- Identify any *special* tools or *specific requirements* for your class. Include this on the form, along with a SHORT class description. Also indicate your best estimate of the skill level required for that class. **NOTE:** We have deleted the skill level classification "all levels" in order to more accurately define the required level of weaving experience a student must have to prevent frustration for the student, teacher, and other students in the class.

- If you will be offering extra embellishments at an additional cost, please include this information in your descriptions. We also ask that you send the basket without these extras. Students need to see what they will actually complete in class for the fee they pay.

TO SUBMIT BY MAIL:

Attach your name to each of your baskets with a **removable tag**. They may be submitted together in one or more boxes. Indicate on the application form **the total number of boxes** you are submitting.

- If you send more than one basket per box, please include a "packing map" in the box.
- **Please, do NOT use small, uncontained packing pieces (foam peanuts, etc.).**

In a separate envelope mail:

- **Application and Waiver.**
- **A completed insurance form** for each box, including the value of your baskets for the return mailing.
- **A check made payable to TBG** for \$5 per proposal (jury fee) **plus the cost of specified insurance per box.**
- **A return mailing label for the packing box/boxes.**

SHIPPING METHOD: We will ship back to you by the USPS. Your baskets will be returned to you as soon as possible following the selection process.

IF YOUR PROPOSAL IS SELECTED: We will send you notification along with a Teacher Registration form to complete and return, and further information about the venue, our Teachers' meeting and the Marketplace. Your registration fee will include lunches on Friday and Saturday and the banquet dinner Saturday evening.

When your box is complete and ready, send it and your separate envelope (see above) to:

Tina Plageman
113 E White Pine Drive
Moyock, NC 27958

Questions:

Tina can be reached at 252-435-2918 (home) or 757-373-0182 (cell) before 9pm or email witchie24@mchsi.com

TO SUBMIT A PROPOSAL ELECTRONICALLY:

- Complete the application as described in the *Submit a Proposal* section on the previous page and sign the release by entering your name on the signature line. The GW20 Teacher Application can be saved as a form that you can type directly on, save and return via email. Your email message with the attached application will serve as your release signature.
- The basket description can be added with a MS Word attachment. Please include descriptions of the materials used, techniques introduced, special tools needed and any special notes that might help more accurately describe the basket.
- **A total of 8 electronic proposals may be submitted for consideration free of charge.** If you wish to submit more than 8 proposals, please include \$5.00 for each additional proposal exceeding that limit. *With each proposal, please provide 3 – 4 photos which include the front, bottom, side, and any special technique detail.
- The application file name must contain your name, basket name and the word "Application" with a hyphen separating each. (Example: Sally Smith-Fall Foliage Basket-Application)
- Photo files must be names with your name followed by the basket name with a numeric sequence (1-4) for each phot view with a hyphen separating each. (Example: Sally Smith-Fall Foliage Basket-2). After the filing naming the sequence indicate "GW" for the photo to be used in the convention brochure. (Example: Sally Smith-Fall Foliage Basket-4-GW)
- The file for your brief Bio for the convention brochure should be named with your name followed by a hyphen and the word "Bio". (Example: Sally Smith-Bio)
- Attach your application and up to 4 digital photos for each proposal in separate email messages. Email submission with a subject line using your "Name" and basket name to witche24@mchsi.com Your bio only needs to be included with one submission.

BASKET PHOTOS:

Photos should be of high quality. The basket image should show the complete baskets with blank space between the image and edges. The background should be a plain solid color. Please place a can of soda next to your basket to show visual sizing. Images need to be void of shadows on or around the basket. Take photos with photography lighting or natural lighting on overcast days to avoid shadowing. Electronic photo submissions must be high resolution of 600 dpi or more and in **jpg format**. Electronically transfer images using a program that does not compress files.

If you do not have confirmation that your electronic proposal has been received within 2 days of sending it, please contact Tina by email or phone. Each confirmation will include the total summary of what has been received.

Checklist:

- Timeline for proposals to be accepted is May 29th through June 7th, 2018.
- Teacher Biography sent with proposals.
- Proposal application (with waiver signed) for each project.
- Application fees mailed to Tina Plageman, 113 E White Pine Drive, Moyock, NC 27958--payable to Guilders Weave.
- Electronic proposals emailed to witchie24@mchsi.com.

IF YOUR PROPOSAL IS SELECTED:

We will send you notification along with a Teacher Registration form to complete and return, and further information about the venue, our Teachers' Meeting and the Marketplace. Your registration fee will include your lunches on Friday and Saturday and the banquet dinner on Saturday evening. ***Please do not send the registration fee until we email or mail you the registration form.***

