

## GUILDERS WEAVE 2021 - CALL FOR TEACHERS

We are happy to announce that the Tidewater Basketry Guild's **GUILDERS WEAVE 2021** is scheduled for Thursday, January 14 through Sunday, January 17, 2021 at the **Newport News Marriott City Center** 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 1 and up to 4 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 is set for Saturday evening.
- If you have a seminar or short class (1 or 2 hours) that you are interested 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 **June 1, 2020**. **DEADLINE FOR RECEIVING PROPOSAL PACKAGES IS June 10, 2020**. Jurying will occur June 20, 2020. Packages will be returned as soon as possible following jury completion. Notifications will be sent no later than June 30th.

### 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 instructor, you determine your class fee. The fee should take into consideration materials and related expenses. Your stated class fee is the **final (tuition + materials) amount** 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 gone 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:

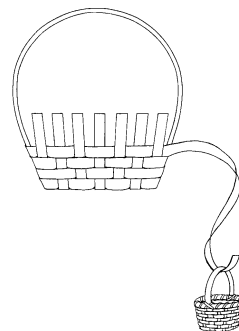
- **Applications and Waiver.**
- **A completed insurance form** for each box, including the value of your baskets, for the return mailing.
- **A check made payable to TBG** for \$5 per proposal (jury fee) **plus the cost of specified insurance per box.**
- **A return mailing label for the packing box/boxes.**

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 be \$100, which includes your lunches on Friday and Saturday and the banquet dinner on Saturday evening. *Please do not send the registration fee until we mail you the registration form.*

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

Wendy Holcombe  
520 Robert Frost Rd.  
Chesapeake, VA 23323



**Questions???**

**Call or text Wendy at 808-227-6024**

**Or email at [holcombehi@gmail.com](mailto:holcombehi@gmail.com)**

**\*\*Please leave a message if there is no answer. \*\***

## TO SUBMIT A PROPOSAL ELECTRONICALLY:

- Complete the application as described in the *Submit A Proposal* section above and sign the release by entering your name on the signature line. The GW21 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 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 word “Application” with a hyphen separating each. [Example: Sally Smith –Fall Foliage Basket –Application]
- Photo files must be named with your name followed by the basket name with a numeric sequence (1-4) for each photo view with a hyphen separating each. [Example: Sally Smith –Fall Foliage Basket – 2] After the file naming 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 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 [holcombehi@gmail.com](mailto:holcombehi@gmail.com). Your Bio only needs to be included with one submission.

## BASKET PHOTOS:

Photos should be of high quality. Basket image should show the complete basket with blank space between image and edges. The background should be a plain solid color. No apples, coins, mugs, rulers, or other objects are to be used in the picture. 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 Wendy by email or phone. Each confirmation will include the total summary of what has been received.***

Checklist:

- Timeline for proposals to be accepted is June 1 thru June 10, 2020.
- Teacher Biography sent with proposals.
- Proposal applications (with Waiver signed) for each project.
- Applicable fees made payable to Guilders Weave and mailed to:  
Wendy Holcombe, 520 Robert Frost Rd., Chesapeake, VA 23323
- Electronic proposals emailed to [holcombehi@gmail.com](mailto:holcombehi@gmail.com).

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