

**Workshop Proposal Form
D.A.G. Convention 2025
Knoxville, Tennessee – June 18-21, 2025**



**Please read all information on page 2 before filling out and signing the form.
Note the November 1, 2024 deadline for regular workshops.**

Submitted by : _____

Name of Studio: _____

Address: _____

State/Country: _____ Code: _____

Phone: _____ Fax: _____

Email: _____

Yes, I am interested in having my workshop filmed for future Digital programs and to sell more kits later.

1. I want to teach a Regular workshop Mini Workshop.
See following pages for definitions of and more information about the two types of workshops.
2. *Detailed description of workshop project:*
3. *What will Students be learning?*
4. *What is included in the kit? It is always good to tell them if you plan to include a pattern and written instructions.*
5. *List supplies students need to bring:*
6. *How much in US \$ do you want to be paid for the kit? Convention host will add it normal room rental and administrative fees to you kit price. If you workshop qualifies for DAGSD credit, \$7.50 per kit will be added. Please indicate what you want to be paid \$_____ DAG will Add the other fees before advertising.*
7. *What method of payment will you accept from students (regular workshops only)?*
 check cash money orders credit card
8. *Maximum number of students you can take during the event is 15 unless other arrangements are made in advance. Please advise the number of students you will take: _____*
9. *The duration of workshop in hours: _____*
10. *All classes will be set up classroom style. Do you have a preference for the day or time (am or pm) you wish to teach the regular workshop or is there any particular time you cannot teach the workshop? Please explain. _____*

I have read, understand and agree to abide by the workshop policies on the following page

Signature

Date

Please submit a least 3 digital photos of your workshop project with this proposal. If the resolution is no high enough for publication you proposal may be rejected. For regular workshops submit the complete and signed form, along with photo, to Heather Campbell by November 1, 2024.

Questions to:

Heather Campbell

9211 Brock Road

Spotsylvania, VA 22553

Email: heathercampbellstudio@gmail.com

Phone 540-760-9781

D.A.G. Workshop Policies

Mini Workshop: For this convention the mini workshops will be tentatively scheduled for Wednesday. These are intended to be inexpensive (your kit fee no more than \$10) and no more than one Hour in duration. The DAG will add a small fee of \$200.00-\$3.00. These workshops will not be advertised in advance and there are no sign ups in advance. Students will Pay for the workshop/kit upon arrival at the workshop location. A committee will jury the proposed workshops and if you workshop is selected you will be notified.

Regular Workshops: For this convention the regular workshops will be scheduled 8 AM – 5:00PM Wednesday, Thursday, Friday morning and Saturday. The duration cannot exceed four hours. There is no maximum on what you can charge for you kit. But a reasonable price may make the workshop price may make the workshop easier to fill. The D.A.G. will add is fee(yet to be determined) to you price to cover the cost of the room and other expenses related to organizing and advertising the DAG credit. The D.A.G. will add \$7.00 to you kit price for additional DAGSD administrative cost.

1. Please fill the proposal form out carefully, Incomplete and/or unsigned forms will be returned to you. Proposals received after the deadline date may not be considered. If you choose to return the form by email you must send a scan of the signed and completed form.
2. If the DAG received proposals for more workshops than can be accommodated by the space reserved at the convention location, a Workshop Committee will review the proposals submitted and select at slate of workshops using criteria based on quality, appeal and value.
3. If you have not already registered for the event at the time the workshops are selected, the Committee may not consider you workshop proposal.
4. When you indicate the maximum number of people you will take in your workshop the committee will use this number to assign you a workshop space that will accommodate the number you specified. For the regular workshops you can increase the maximum number of students indicated in your workshop proposal **ONLY AFTER WRITTEN PERMISSION FOR THE EVENT COORDINATOR.**
5. For regular workshops you will not be able to increase your workshop kit price later, so please take into consideration any possible price increases in the workshop materials.
6. During your workshop you are allowed to sell only extra kits and/or extra workshop supplies. If you wish to sell other products or materials you should sign up for a table in the sales room or consign your products to be sold in the DAG booth.
7. If you bring extra workshop kits to sell at the convention (during, before or after the workshop at the any location in the convention venue) you must sell them at the same price advertised in the D.A.G. workshop brochure. You can tell people that the kits all cost the same, but that the instruction they received in the workshop is free. The DAG portion of each kit will be paid to the DAG before the convention is over.
8. Students will sign up and pay you the advertised workshop fee in advance or upon their arrival at the workshop, although we recommend you have then pay you in advance. After the workshop is over use the envelopes provided you by the DAG to pay the DAG it portion of the workshop fees you have collected. Checks and are accepted. Calculate the amount owed the DAG by Adding the number of students in your workshop and the number of extra kits sold. Then, multiply this total by amount of the advertised fee that is to be paid to the DAG.
9. **NEW!!** If you are interested in having your workshop filmed/photographed at this convention for a future Digital Event, please indicate on the form. We will contract you or you can email: karlyngrz@dollartisanguild.org or call/text 607-432-4977 with questions.