



# Quilt Fest 2019

September 17-21, 2019

Davis Conference Center  
1651 N 700 W, Layton, UT



## *Instructor Application Information*

The Utah Quilt Guild (UQG) Quilt Fest committee is now accepting applications from teachers for Quilt Fest 2019. If you have a class you would like to teach, we would love to see it – so please submit a proposal! Applications are **due by February 10, 2019**. The following information will help you through the process. Please review it prior to completing the on-line application.

**National Teachers:** Look at the national teacher's websites; try not to duplicate their techniques or style.

- Anelie Belden - [www.miystudio.net/anelie-belden.htm](http://www.miystudio.net/anelie-belden.htm)
- Gloria Loughman - [www.glorialoughman.com](http://www.glorialoughman.com)
- Lura Schwarz Smith - [www.lura\\_art.com](http://www.lura_art.com)

### **The Basics:**

- Be a current member of the Utah Quilt Guild. Not required, but there are advantages to being a member and there is a difference in compensation (see Compensation section below).
- Have prior teaching experience
- Ensure your class has not been taught recently.
- Plan for a class length of either 3 or 6 hours. Lectures should last approximately 1 ½ hours.
- Determine if your class/project can be related to the Quilt Fest theme – “Sew Bewitching”.
- Focus on specific project and/or technique.
- Decide which level of student will be most successful in your class, i.e. beginner, intermediate, advanced, or all levels. Since students self-select, be prepared to adapt.
- Contact Linda Eastlick, [lveastlick@gmail.com](mailto:lveastlick@gmail.com), 801.599.6130, if you have any questions.

### **Application and Picture:**

- On-line applications are preferred. Go to [www.utahquiltguild.org](http://www.utahquiltguild.org) and look for the application tab at the top of the home page. Complete and submit the application form. You will receive a confirmation email receipt.
- Submit as many project/class applications as you would like; use one form per class.
- Class descriptions are limited to 200 words and will appear in the brochure as submitted. Make the class description fun and interesting; your excitement will sell the class.
- All proposals must include a JPG format photo of each project or technique. Even if you are submitting a mystery project, we need to see the picture. You may include more than one picture. This picture “sells” your class to the selection committee and prospective students. A bad or fuzzy photo may make it difficult to choose your class.
- Email the JPG format photos of each project with the class title and teacher name to [lveastlick@gmail.com](mailto:lveastlick@gmail.com)

## **Teacher Availability and Special Needs:**

Please indicate all times you will be available to teach on the application form. The more days you can teach the better opportunity of having your class selected. After classes are chosen, we schedule them according to type and rooms available. Changing the schedule is not possible. Also, be sure to note any other information, health considerations, or special needs you may have on the application form.

## **Copyright Laws:**

Copyrighted material can be used only with written permission of the owner. This is true for books, magazines, patterns, and previous classes that you may have taken and now want to teach. There is NO exception to this law and the Utah Quilt Guild will not be responsible if you violate copyright laws. Be sure to get permission to use any pattern that is not your original pattern.

## **Supply List:**

- Make sure you include EVERYTHING your students will need on the supply list and nothing extra. It is frustrating for students to find the teacher left something critical off the supply list or that they spent money on items which weren't really needed.
- **Do not include Basic Sewing Kit (BSK)** items on supply list, i.e. notebook, pen, pencil, eraser, sharpener, basic rulers, paper/fabric scissors, needles, thread, straight pins, fabric markers, chocolate) Just list "BSK" on supply list as students will bring the basics anyway.
- Kits: If you wish to offer a kit or pattern for your class, please indicate if it is optional or required. Many students would like to select their own colors, others like kits, so optional kits are a great idea.
- Extra Fees: Any extra fees you list, such as kit or pattern fees, will be paid in class to the teacher. Students will not be required to pay anything that is not listed in the brochure.

## **Class/Lecture Size:**

UQG registers up to 20 students in each classroom and up to 35 students in lecture rooms. Youth classes will be limited to 15 students and are held on Friday and Saturday only.

## **Supplies Provided by UQG in Classrooms:**

- Each classroom is supplied with: white board and markers, 6' or 8' table & chair for instructor; 2 irons & ironing surfaces. Please do not rearrange the chairs & tables without prior permission.
- UQG does not provide projectors, computers, or microphones. Instructor needs to provide his/her own computer and/or AV equipment if needed. Screens are available on a limited basis.

## **Compensation:**

- UQG members: For a 3-hour class or 1 1/2 hour lecture - \$150.00; for a 6- hour class - \$300.00 Nonmembers will be compensated \$20 less per class. Joining the Guild is only \$20 per year so it's cost effective to join the guild before submitting a class proposal.
- If you are team teaching a class, all stipends will be split between the teachers.
- Class selection is a complicated process which involves balancing techniques, projects, classroom availability and ability levels. If your proposal is not selected it is not a reflection of either you or your project. You will be notified of the committee's decision.

## **Other Information:**

Classes which attract less than 6 participants may be cancelled at the discretion of the Quilt Fest Committee.