

## List of Important Dates

SCR Seminar 20167

Gone Stitchin'

June 7-10, 2017

Sugar Land, TX

|                 |                                                                                                                                                                                                                                                                                                                       |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2015</b>     |                                                                                                                                                                                                                                                                                                                       |
| May-July        | Create database of potential faculty.                                                                                                                                                                                                                                                                                 |
|                 | Finalize logo.                                                                                                                                                                                                                                                                                                        |
|                 | Send ads (RFPs) to Needle Arts, Apprize, SCR Regional Review, EGA e-newsletter, 2014 National Seminar handbook.                                                                                                                                                                                                       |
|                 | Send Save the Date emails to potential faculty.                                                                                                                                                                                                                                                                       |
|                 | RFPs appear in SCR Regional Review and EGA e-newsletter..                                                                                                                                                                                                                                                             |
|                 | Faculty proposal information placed on GDC EGA Website.                                                                                                                                                                                                                                                               |
|                 | Proposal request sent to potential teachers.                                                                                                                                                                                                                                                                          |
| October         | RFP ad appears in 2016 National Seminar handbook.                                                                                                                                                                                                                                                                     |
| December        | RFP ad appears in Needle Arts.                                                                                                                                                                                                                                                                                        |
| <b>2016</b>     |                                                                                                                                                                                                                                                                                                                       |
| January 15      | Last postmark date for out-of-country proposals to be sent to Dean of Faculty.                                                                                                                                                                                                                                        |
| January 15      | Last postmark date for U.S. proposals to be sent to Dean of Faculty.                                                                                                                                                                                                                                                  |
| January 20      | List of submissions sent to Region Director (to forward to EGA Director of Education for review).                                                                                                                                                                                                                     |
| February 1      | List approval received from EGA Director of Education.                                                                                                                                                                                                                                                                |
| February 6, 7   | Faculty selection period.                                                                                                                                                                                                                                                                                             |
| February 22     | Proposals returned with notification of class status (acceptance/rejection letters). Contracts emailed to teachers for signature.                                                                                                                                                                                     |
| March 14        | Last postmark date for three signed copies of contract to be sent/emailed to Dean of Faculty. Teachers also email/mail final class description, resume, kit cost and list of contents, list of student supplied materials if >\$10, list of classroom equipment, book list for bookstore, supplies list for boutique. |
| March 31        | Copy of signed contract and list of teachers sent to each teacher.                                                                                                                                                                                                                                                    |
| April 17        | Last postmark date for items detailed in Section II, Item B. of Teacher Contract to be emailed to Dean of Faculty for online brochure creation.                                                                                                                                                                       |
| April 30        | Deadline to provide photos and copy for online brochure to webmaster.                                                                                                                                                                                                                                                 |
| May 16          | Online brochure complete.                                                                                                                                                                                                                                                                                             |
| May 31          | Email teachers link to online brochure.                                                                                                                                                                                                                                                                               |
| May 31          | Last postmark date for projects to be sent to Dean of Faculty for display at SCR Seminar 2016.                                                                                                                                                                                                                        |
| June 15         |                                                                                                                                                                                                                                                                                                                       |
| June 15-18      | Projects are on display at SCR Seminar 2016 Dallas                                                                                                                                                                                                                                                                    |
| June 18         | Projects returned to teachers attending SCR Seminar 2016.                                                                                                                                                                                                                                                             |
| June 30         | Last postmark date for Dean of Faculty to ship remaining projects to teachers not attending SCR Seminar 2016.                                                                                                                                                                                                         |
| July 15         | Priority Registration Ends. General Registration begins.                                                                                                                                                                                                                                                              |
|                 |                                                                                                                                                                                                                                                                                                                       |
| November 30     | Committee to determine, which, if any, classes need to be cancelled due to not meeting minimum number of registrants.                                                                                                                                                                                                 |
| December 15, 16 | Notify appropriate teachers of cancelled classes, if any.                                                                                                                                                                                                                                                             |

|             |                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2017</b> |                                                                                                                                                                                                                                                                                                                                                                                                      |
| February 15 | Last postmark date for Dean of Faculty to send confirmation letters and teacher packet to teachers. Teacher packet includes hotel registration information, mailing labels for kits (to be sent to Dean of Faculty, if desired), and transportation form (all forms to be sent to Dean of Faculty).                                                                                                  |
| March 31    | Last postmark date for teachers to notify Dean of Faculty of roommate choice, if desired.                                                                                                                                                                                                                                                                                                            |
|             |                                                                                                                                                                                                                                                                                                                                                                                                      |
| April 10    | Last postmark date for class rolls (student names/addresses) to be emailed to teachers.                                                                                                                                                                                                                                                                                                              |
| April 20    | Last postmark date to send student welcome letter to Dean of Faculty.                                                                                                                                                                                                                                                                                                                                |
| May 1       | Last postmark date for teacher to send student welcome letter and pre-work to students.<br><br>Teacher sends one copy of class instructions to Dean of Faculty.<br><br>Last postmark date for teacher to send Seminar Registration Form, payment for additional seminar activities, and Emergency Contact Information Form to Registrar.<br><br>Dean of Faculty notifies teachers of accommodations. |
| May 15      | Last date additional students can register with advance approval of teacher.<br><br>Registration closes for all students and those teachers wanting to participate in optional seminar activities.                                                                                                                                                                                                   |
| May 20      | Last postmark date for teacher to send Dean of Faculty transportation form including flight numbers, times of arrival and departure, and known expenses. Touring teachers notify Dean of Faculty of teaching engagements contiguous to Seminar dates to determine prorated travel expense.                                                                                                           |
| June 1      | Last postmark date for kits sent by teachers to Dean of Faculty, if desired. Teacher notifies Dean by separate mail that the kits have been shipped.                                                                                                                                                                                                                                                 |
| June 7      | Teachers arrive at SCR Seminar 2016. Dean of Faculty contacts teachers at hotel.                                                                                                                                                                                                                                                                                                                     |
| June 7      | Angels/Teacher Meeting and Teacher's Showcase Event.                                                                                                                                                                                                                                                                                                                                                 |
| June 8      | Seminar classes begin.                                                                                                                                                                                                                                                                                                                                                                               |
| June 9      | Last date for teacher to provide Treasurer itemized invoice for Faculty Expenses.                                                                                                                                                                                                                                                                                                                    |
| June 10     | Teacher receives payment after receipt of invoice for Faculty Expenses.                                                                                                                                                                                                                                                                                                                              |
| June 10     | Seminar classes end.                                                                                                                                                                                                                                                                                                                                                                                 |
| June 10     | Teachers leave.                                                                                                                                                                                                                                                                                                                                                                                      |