

Proposal Submission Guidelines
SCR Seminar 2017
Gone Stitchin'
June 7-10, 2017

Class Offerings

The Tip of Texas Chapter of The Embroiderers' Guild of America, (EGA) is hosting the South Central Region (SCR) Seminar Wednesday through Saturday, June 7-10, 2017 at the Marriott Sugar Land Town Square in Sugar Land, Texas. The teaching opportunities are: 3 days, 2 days, and 1 day. If the proposed class is less than a 3-day, you must combine 2-day and 1-day classes to total three (3) teaching days.

Teacher Attendance

All classes will be held in the Marriott Sugar Land Town Square. Teachers will be expected to arrive no later than Wednesday, June 7, 2017, unless otherwise advised at the time of selection confirmation.

Proposals

The teaching proposal must be your own concept. Set-pieces should have a design that is either original and is solely the creative product of the teacher, or an adaptation, which has been inspired by another source and has been modified through significant changes. We encourage you to submit several proposals for each class length for which you would like to be considered so the Faculty Selection Committee has adequate choices. Please submit a total of no more than four (4) proposals for each class length.

Contracted class projects shall not be taught within SCR for 90 days before Seminar or for 90 days following Seminar.

Each proposal must include the following information:

1. A course description, similar to that required for a seminar brochure, which includes class goals.
2. A biographical resume of not more than one page, which should include your embroidery education or other qualifications relevant to the proposed course, teaching experience, and areas of specialization.
3. Class length (3-day, 2-day or 1-day).
4. Design size.
5. Estimated time for any required pre-work.
6. Estimated cost of kit and student supply list or lab fee, if applicable.
7. Student proficiency level:
 - Basic** The stitcher has no experience in the technique being taught.
 - Intermediate** The stitcher has knowledge of the basic stitches, the materials, and their use in the given technique.
 - Advanced** The stitcher has the ability to execute simple and difficult stitches in the technique. The stitcher also has knowledge of color and design, which will allow for exploration and creativity.

For a set-piece:

- A detailed drawing, colored illustration, and/or chart are acceptable. **However, a finished set-piece, work in progress, or photographs of proposed set-piece(s) are preferred.**
- The type of materials used such as the background fabric, fabric count/canvas mesh, types of threads/yarns, size and types of beads, etc.

- If a drawing, illustration, or chart is submitted, a worked example of the proposed techniques or an example of the teacher's work (photographs are acceptable).
- If the piece is finished in an unusual manner, please indicate if the finishing materials (such as a box or frame) are available for student purchase and are included estimated cost.

For a notebook course:

- A page layout.
- Photograph of a sample page.

Proposal Presentation

Proposal packets may be sent by electronic mail or snail-mail (USPS, FedEx, or UPS). If proposal packets are snail-mailed they will be returned certified or insured so that the recipient must sign for the package. Packets will be returned on or before February 20, 2016, at which time teachers will be notified of the class status. The Seminar Committee will be responsible for return postage.

Submission via electronic mail

1. Submit one proposal per email.
2. All proposals shall be submitted on the same day.
3. Each page of the proposal should be clearly labeled with the individual project and page number and be identified with the teacher's name.
4. Each proposal must have the completed **Universal Proposal Cover Sheet** included.
5. Each teacher must submit one completed **Proposal Item Description Sheet** summarizing all submissions.
6. Number each proposal to match its number on the **Proposal Item Description Sheet**.
7. Each email must be no more than 20 MB in size.
8. The SCR Seminar Faculty Committee will acknowledge receipt of the teacher's proposal(s) as listed on her/his **Proposal Item Description Sheet**.

Submission via snail mail

1. Place each proposal securely in a separate folder or binder.
2. Use separate plastic protective sleeves for materials in the folder to protect them from undue handling and for safekeeping.
3. All materials should be clearly labeled with the individual project and identified with the teacher's name.
4. Each proposal must have the completed **Universal Proposal Cover Sheet** included.
5. Include a completed **Proposal Item Description Sheet** listing all items enclosed in the proposal packet.
6. Number each proposal to match its number on the **Proposal Item Description Sheet**.
7. Include a completed return address label.
8. Mail all items in the same appropriately-sized padded envelope. The envelope should be reusable. **Proposals must be received no later than January 15, 2016.**

Selected Class Pieces

All selected set-pieces **MUST** be in their final form and available for display at SCR Seminar 2016 in Dallas, TX, June 15-18, 2016.

Please mail proposals to:

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