



PROPOSAL SUBMISSION GUIDELINES

SCR SEMINAR 2019

EXPLORE THE ARTS – JUNE 19-22, 2019

Class Offerings

The Bella Vista EGA Chapter is hosting the South Central Region (SCR) Seminar Wednesday through Saturday, June 19-22, 2019 at the Embassy Suites in Rogers, Arkansas. The teaching opportunities are three days, two days, and one 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 Embassy Suites. Teachers will be expected to arrive no later than Wednesday, June 19, 2019, 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.

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 is acceptable. However, a finished set-piece, work in progress, or photographs of proposed set-piece(s) is 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 in the 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 December 31, 2017, at which time teachers will be notified of the class status. The Seminar Committee will be responsible for return postage.

Submission via Electronic Mail

- Submit one proposal per email.
- All proposals shall be submitted on the same day.
- Each page of the proposal should be clearly labeled with the individual project and page number and be identified with the teacher's name.
- Each proposal must have the completed **ICNA Proposal Summary Sheet** included.
- Each teacher must submit a completed **Proposal Item Submission Sheet** summarizing all submission.
- Number each proposal to match its number on the **Proposal Item Submission Sheet**.
- Each email must be no more than 20 MB in size.
- The SCR Seminar Faculty Committee will acknowledge receipt of the teacher's proposal(s) as listed on her/his **Proposal Item Submission Sheet**.

Submission via Snail Mail

- Place each proposal securely in a separate folder or binder.
- Use separate plastic protective sleeves for materials in the folder to protect them from undue handling and for safekeeping.
- All materials should be clearly labeled with the individual project and identified with the teacher's name.
- Each proposal must have the completed **ICNA Proposal Summary Sheet** included.
- Include a completed **Proposal Item Submission Sheet** listing all items enclosed in the proposal packet.
- Number each proposal to match its number on the **Proposal Item Submission Sheet**.
- Include a completed return address label.
- Mail all items in the same appropriately-sized padded envelope. The envelope should be reusable.
- Proposals must be received no later than November 15, 2017.

Displayed Selected Class Pieces

All selected set-pieces **MUST** be in their final form and available for display at the SCR Seminar 2018 in Dallas, Texas - June 12-16, 2018.

Please send electronic proposals to:

scr2019faculty@gmail.com

Submit proposals by postal service to:

SCR 2019 Seminar
9067 Lane Loraine
Rogers, AR 72756