

Section V – RMR Region Seminar Faculty

A. Seminar Dean of Faculty– Job Description

[NOTE: This is RMR policy and the full description is found in Section I.E of the Region Seminar Guidelines]

B. Seminar Faculty Selection Committee

The dean of faculty selects the faculty selection committee.

1. **The names of this committee’s members shall remain confidential.** The committee should consist of members who have had experience attending seminar as well as those who have not attended many, if any, seminars. The committee should represent a broad knowledge of needlework. The committee should consist of five members. The seminar chairman, assistant region director and region director are ex-officio members of this committee.
2. No teacher who plans to submit a proposal to teach should serve on the faculty selection committee. However, inviting an experienced embroidery teacher, who is not submitting, to be on the committee may add depth of knowledge.
3. Classes should be considered for all levels of embroiderers and in as many techniques as possible. As seminar participants become more knowledgeable, they want challenges. Relatively new stitchers need classes also.
4. All faculty names and class selections are to remain confidential until contracts have been signed.
5. To allow for continuity in the selection process, the dean of faculty of the next seminar should be invited to attend the selection process as an observer.

C. Class Proposals

1. Prior to issuing the request for class proposals the seminar executive committee recommends the teacher fee. This should be comparable to other regions and no less than that offered at the previous seminar.
2. The dean of faculty shall prepare a letter outlining proposal requirements. (Proposal Solicitation Letter: Attachment V-C)
3. Consider carefully what information the faculty selection committee desires in the proposal. Consistency of proposal requirements from year to year and seminar to seminar is helpful to teachers and ensures a better quality proposal.
4. The ICNA Proposal Summary Sheet (Attachment V-D) must be used without change, except for the name of the dean of faculty and seminar dates.
5. Be sure general information included is sufficient to help the teacher decide whether timelines and deadlines can be met before proposal submission (Attachment V-E).
6. Teachers may submit more than one proposal. State a maximum number of proposals (3 – 5) that will be accepted. The format of the seminar should be clearly explained so that the teacher can submit proposals that fit the requirements. If only two-day classes are offered, state that, or if one-day and two-day classes are offered, then be clear that you wish the teacher to submit more than one one-day class. Quality of proposal is preferred over quantity.
7. The faculty selection committee shall adhere to defined time limits and other requirements specified in its solicitation letters. Likewise, seminar and faculty committees shall expect ethical behavior with regard to contractual obligations on the part of the teachers. Violations of contract shall result in termination of said contract.

D. Faculty Selection Procedures

1. The dean of faculty receives proposals, opens and checks each proposal for completeness, correct format and notifies each of receipt either by email or the postcard which was enclosed. If a postcard is sent by the proposing teacher, this first look by the dean of faculty is the time to return it to the proposing teacher. The faculty selection committee may reject incomplete or faulty proposals. If a proposal has been received by email, acknowledge receipt.
2. Each proposal meeting the requirements should be numbered and logged into a master log. Proposals can be arranged alphabetically and boxed with evaluation sheet attached. One evaluation sheet per proposal ensures that all members of the committee are viewing and evaluating the same proposal.
3. Incomplete or faulty proposals are those proposals that do not have the items listed in the original letter that was sent to the proposing teacher. Incomplete or faulty proposals should be logged in a separate section of the master log from those being considered as possible class selections. Teacher should be notified with a request for completion of the proposal if there is time to do so.
4. Once the proposal deadline has been met, the master log completed, and before the selection committee meets, the list of teachers shall be sent to the region director who in turn sends the list to the national director of education. If for some reason a teacher is not to submit proposals, the director of education can request the teacher remove her proposals.
5. Each member of the faculty selection committee shall be afforded time to read and rate each proposal. The ratings must be done in one time period at one location. Each member should work alone in the initial review of the proposals. There should be very little exchange in this first process. (Attachment V-F)
6. Proposal rating sheets should be totaled and averaged. Those with the highest average scores should be set aside for further consideration. It would be wise to group the next ranking proposals for consideration if the number of classes and/or a balance of classes are not possible with the top proposals. Save all proposal rating sheets until the end of the process.
7. After the tally of the rating sheets, the faculty selection committee examines and discusses the proposals. The faculty must be selected based upon the proposal, knowledge of the teacher's ability and credentials, kit cost, and the need to balance offerings among the various needlework techniques. (counted thread, surface embroidery, canvas, beading, color and design, etc.)
8. The dean of faculty shall discuss the selections with the seminar chairman, assistant region director and region director. Corrections, adjustments, or additions to the tentative faculty may be suggested. All actions shall be agreed upon by this group.

9. The faculty selection committee needs to remember the total number of students at seminar and plan the number of classes accordingly. For example, a seminar with 100 students need not select more than 8-10 classes.
10. Letters of Acceptance (Attachment V-H) or Regret (Attachment V-G) must be sent to the teachers with the return of proposals. This should be within 2 weeks of the selection. Please carefully check the proposal for any damage before returning it to the proposing teacher. If return postage was required to be sent by the teacher, and it was omitted, it should be requested at this time.
11. Approved contracts (Attachment V-I) should be sent at the same time as the acceptance letters. When the signed contract is returned by the teacher, the dean of faculty and seminar chairman sign them. The region director signs the contracts last and returns them to the dean of faculty who returns a signed copy to the teacher.
12. All proposals which were sent as hard copy shall be carefully checked against the master log as they are packed, ensuring that each teacher receives all submitted materials. Proposal packets must be sent according to the direction of the teacher: USPS either certified or insured, or UPS with a tracking number for signed receipts.

E. Duties of Dean of Faculty During Registration and Seminar

1. Thirty days after the first day postmark for registration, the dean of faculty, registrar, treasurer and seminar chairman shall note the classes that do not currently meet minimum enrollment. Additional advertising may be done to increase enrollment in those classes.
2. Dean of faculty will contact teacher when class does not successfully meet registration with a personal phone call by the date stated in the contract, followed by a certified letter of cancellation, return receipt requested.
3. Dean of faculty sends the successful teacher a letter with information regarding transportation, special activities, mailing of kits, site/area information and the date by which the teacher is expected to be on site.
4. After the registrar prepares the class rosters (names and mailing addresses, and e-mails), the dean of faculty will send the lists to the teachers prior to the time specified in the contract. The teacher will contact each student with specific information regarding tools and materials to bring to class. Teachers are required to send copies of this information to the dean of faculty, also. After the initial list is sent, any late registrant information will be sent immediately.
5. Teachers' kits should arrive at the site before the seminar or be hand-delivered. If the site is unwilling to accept parcels and store them, the dean of faculty makes arrangements with someone within a short distance of the site to accept them.
6. The dean of faculty arranges to have kits taken to the assigned classrooms the morning of the first class.
7. The dean of faculty works with facilities and equipment chairmen to have necessary equipment supplied to the classrooms.
8. The dean of faculty should be at the site to greet and welcome teachers upon arrival.
9. At the faculty meeting, any last minute instructions and reminders (i.e. Teacher Reimbursement Form: Attachment V-L and Teacher's Evaluation Form: Attachment V-N) are covered and angels introduced.
10. All teaching rooms shall be checked the evening before classes to ensure the set-up is correct. If this is not possible, the final check should be done two hours before the start of class.
11. Dean of faculty is available during seminar to deal with questions, problems, etc, regarding classes.
12. Dean of faculty personally thanks each teacher for their contribution to seminar on the last day of class, delivering a check covering the teacher's fee and any reimbursement. A copy of the IC Reporting Form (Attachment IV-G), prepared by seminar treasurer, will be given to the teacher with the check.

13. Copies of the reimbursement form (Attachment V-L), teacher's contract and the IC Reporting Form shall be included in the final report. Original of the IC Reporting Form shall be sent to EGA headquarters within 14 days of close of seminar.

F. Seminar Classroom Angel Chairman – Job Description

1. Works within budget provided by seminar committee, making timely reports to seminar chairman and seminar treasurer.
2. Receives information from dean of faculty regarding the degree of assistance required by the teachers and the equipment needed.
3. Carefully selects a classroom angel for each class from the class lists provided by the registrar and notifies teacher for approval.

NOTE: It is strongly recommended that first-timers not be asked to be a classroom angel.

4. Supplies each classroom angel with a list of duties.
5. Checks with each classroom angel to ensure angel has contacted teacher.
6. Arranges a meeting of classroom angels before seminar's opening, to acquaint them with the site classroom area (including mobility impaired information), and teachers.
7. Obtains class lists prior to the first day of class and distributes lists to appropriate classroom angels.
8. Gives each classroom angel the timetable for daily activities.
9. Distributes Class Evaluation forms (Attachment V-R & V-S) to the classroom angels, for distribution to students and teacher. Collects Class Evaluation forms at end of class and returns to seminar chairman.
10. Is available for questions and assistance during seminar.
11. Checks with dean of faculty regarding any unusual aspects of classroom facilities.
12. Coordinates audio-visual equipment needs for classes and maintains a master list.
13. Is responsible for getting RMR Electric Suitcase(s) from assistant region director. This suitcase(s) contains electrical power strips, adapters, tape, extension cords, and other inventory which the region maintains for use at seminars and retreats. These items are only to be checked out to the classroom angels. When seminar is over, the seminar angel chairman must turn the suitcase(s) back over to the assistant region director or their representative.
14. Sees that the tape specified by the site is available to cover students' electrical cords on the floor.
15. Prepares final report (Section IX-A) to be sent to the seminar chairman within 60 days of close of seminar.

G. Classroom Angel Duties

1. Serves as the liaison between the teachers, students, and the seminar committee. Contacts teacher before seminar to help ensure that class runs smoothly.
2. Determines classroom location, nearest restroom facilities, emergency exit locations as well as the location of elevators and areas for breaks.
3. Checks for chalk, erasers, and any other equipment requested by teacher.
4. Determines if teacher needs assistance getting items from sleeping room to the classroom. Classroom angels are not required to handle heavy items.
5. Arrives at class as early as requested by teacher to be available to assist the teacher in arranging the room or distributing kits.
6. Sits in a location that will enable easy assistance during class.
7. Takes attendance and notifies seminar chairman of unaccountable absence. This ensures that student is not ill or in trouble.
8. Enforces the No Smoking, No Beverages and No Selling rules in the classroom.
9. Sets the example during class – no excessive talking.
10. Reminds students that use of perfume or other scented materials may cause allergic reactions in some students or teacher and to refrain from using any such materials.
11. Watches the time and announces the breaks. Encourages students not to linger so that the teacher may take full advantage of the break time.
12. Clears and locks the room before lunch and returns early, before classroom is scheduled to be opened. Discusses this with teacher and class in case class needs to return early to work.
13. Keeps an eye on the sample piece and any items the teacher brings to share so they will be returned.
14. Ensures that the class is not disturbed by visitors.
15. Checks classroom at end of day, assisting teacher as needed.
16. Sees that teacher signs class completion certificates; returns any “no shows” to seminar chairman.
17. Distributes Questionnaire for Future Seminars (Attachment V-R) on first day of class and returns to the classroom angel chairman.
18. Distributes class evaluation forms (Attachment V-S) on last day of class and returns them to the classroom angel chairman.
19. Gives all RMR electrical supplies to classroom angel chairman at close of seminar classes.

Sample of **Response to Request for Proposal Packet Before It Is Ready**

Date

Name

Mailing Address

City, State, Zip Code

Dear

Thank you for your request for proposal information. The information packets will be sent in (month, year). I will be more than happy to see that you are sent one.

We are looking forward to an exciting seminar and welcome your proposals.

Sincerely,

Name, Dean of Faculty

Mailing Address

City, State, Zip Code

Telephone

E-mail Address

Sample of **Invitation Letter**

Letterhead/Logo

Date

Name

Mailing Address

City, State, Zip Code

Dear

The Rocky Mountain Region, EGA Seminar 20xx, (title of seminar) to be held (date) is sponsored by (host unit) and will be held at (facility) in (city, state).

At the request of (names of those making the request), I am writing at this time to inquire if you would like to be considered as a teacher for Seminar 20xx. At this seminar, we plan to offer classes suitable for a wide variety of interest and proficiency levels. We are very interested in classes that incorporate color and/or design with a theme or specific technique; allow students some choices for designs, colors, stitches, and/or materials; have a history orientation; feature clothing embellishment; or involve projects other than framed pieces. [Insert those items the seminar wishes to have or that the teacher might offer.]

Specific proposal information will be sent on or about (date) to all teachers who request the information.

Please respond to indicate your interest in receiving further information on Seminar 20xx. Feel free to call or write if the information we have provided needs clarification.

Sincerely,

Name, Dean of Faculty

Mailing Address

City, State, Zip Code

Telephone

E-mail address

Sample of **Proposal Solicitation Letter**

Letterhead/Logo

Date

Name

Mailing Address

City, State, Zip Code

Dear

Rocky Mountain Region, EGA Seminar 20xx (title), sponsored by (host unit) will be held (dates) at (site) in (city, state). [Add remarks about theme, site, etc.]

Thank you for your interest in receiving the enclosed proposal submission information. At this seminar we plan to offer classes suitable for a wide variety of interest and proficiency levels. We are very interested in classes that incorporate color and/or design with a theme or specific technique; allow students some choices for designs, colors, stitches, and/or materials; have a history orientation; feature clothing embellishment; or involve projects other than framed pieces. [If there are constraints, i.e. no painting/dyeing, no sewing machines, etc. state here.]

Enclosed is the information to assist you in preparing and submitting your proposals. We ask that you read the requirements for submission carefully and submit your proposals postmarked by (date).

Please call or write if the information we have provided needs clarification. We await the arrival of your proposal materials with great anticipation.

Sincerely,

Name, Dean of Faculty

Mailing Address

City, State, Zip

Telephone

E-mail address

Enclosures: Proposal Submission Information
Universal Proposal Cover Sheet
Schedule for Proposal Submission

ICNA Proposal Summary Sheet

Please go to EGA's National Website and download the current ICNA Proposal Summary Sheet. This will assure you of getting the most up-to-date version of the document. The document may be found in Members Only, Document Downloads, General.

This form MUST be the first inside page of any proposal.

Proposal Submission Information

THE EMBROIDERERS' GUILD OF AMERICA, INC. ROCKY MOUNTAIN REGION SEMINAR 20xx

Solicitation of Teaching Proposals:

The Rocky Mountain Region (RMR) of the Embroiderers' Guild of America, Inc. will hold its __ (year) __ Region Seminar at __ (site, city) __ hosted by the _____. The dates will be _____.

We encourage you to submit your most enticing pieces (see NOTE below) for this weekend of stitching fun. We are looking for pieces that will grab the interests of our region members, something a bit out of the ordinary that pushes the envelope.

*NOTE: The Instructor MUST be able to represent and warrant to EGA, with respect to all materials submitted and materials to be distributed to students for the class identified above, either that

1. The material is the Instructor's original creation (EGA definition: "Original"- An original work is one that, from the beginning, is solely the creative product of the stitcher. [Adopted by National Board 10/2003]) and does not infringe upon copyright of any other person,

OR

2. Some or all the material is the Instructor's adaptation (EGA definition: "Adaptation" - An adaptation is needlework inspired by or based upon a source other than needlework and modified through significant design changes. Source(s) are to be documented. [Adopted by National Board 10/2003]) . For any material not the Instructor's original creation, the Instructor has disclosed to EGA and RMR, through written credits, the source and author of any pre-existing work contained in materials AND the Instructor has procured and grants to EGA and RMR, license to use and distribute the pre-existing work within materials submitted, except for pre-existing materials in the public domain.

OR

3. The project is the work of someone other than the Instructor. The Instructor will disclose to EGA and RMR that this is the situation AND through written documentation, provide proof that permission has been granted from the author of the project for the Instructor to teach the piece at the Seminar AND the Instructor has procured and grants to EGA and RMR, license to use and distribute the pre-existing work within materials submitted, except for pre-existing materials in the public domain.

(Insert information about the site in this paragraph.)

The Faculty Selection Committee will meet __ (date) __. Proposals need to be for a two-day class and postmarked no later than __ (date) __. Please send no more than __ (state maximum number) __ proposals in a mailing envelope that can be reused. Please, do not send the original piece. We welcome pieces that have been taught before, but not in RMR within the past 6 months.

The seminar committee will pay the following:

\$___/day teaching fee

Room and board for # days. Identify single or double occupancy

Economy round-trip air fare or mileage for teachers in the local area.

Ground transportation from airport to site.

Baggage fee for up to 2 suitcases

Ground transportation to teacher's closest airport

Car parking fee

Please mark your calendar with these important dates:

- _____ – Proposals must be postmarked
- _____ – Selection committee meets. Please try to be available by phone.
- _____ – Selection letters will be sent out.
- _____ – Finished pieces must be in the mail to me to be presented at
the Region's 20xx Retreat in ___(site)___
- _____ – 20xx Rocky Mountain Region seminar

The proposal packet should include:

1. A high quality photograph or photocopy in color or black and white of each proposed piece.
2. A Universal Proposal Cover Sheet with each proposal. Copy enclosed.
3. Goals of the class from the student's perspective.
4. A list of supplies that students must bring with them.
5. Prerequisite skills you feel the student should have before the class is taken.
6. Any audio-visual equipment necessary for your class to be successful.
7. Description of kit, supplies or equipment provided by the instructor.
8. Kit price within 10-15% of final cost.
9. A short summary of your past teaching history.

Proposals may be sent by email.

If you have any questions or issues, please contact me.

We are looking forward to your proposals and hope you have the opportunity to present your special project to our region members.

Name, Dean of Faculty

Mailing Address

City, State, Zip Code

Telephone (No collect calls, please.)

E-mail address

Suggested Proposal Rating Sheet

Consider all aspects of the embroidery; overall impact; design, color, workmanship, suitability, and presentation. Score each entry as follows:

5 points – Innovative, distinctive, appealing, shows great originality and positive challenge to students. Suitable for time frame and student proficiency level. A must have for seminar.

4 points – Excellent Proposal and outstanding in many respects, but lacks the total appeal to receive 5 points. A definite maybe for seminar.

3 points – Competent but not outstanding. Maybe, if necessary for balance for the seminar.

2 points – Has merit, but is not quite ready for seminars. Probably not for our seminar.

1 point – Poor concept and/or design. Not for our seminar.

0 points – Unacceptable concept and/or design. Not for our seminar.

Note: The upper part of this page should be available to each faculty selection committee member. The lower portion should be filled out by each committee member for each proposal. Utilizing a half sheet per committee member per proposal keeps undue influence at bay.

Proposal Number _____ Teacher _____

Project _____

Technique _____ Class length _____

Proficiency Level _____ Kit Cost _____

Score _____

Sample of **Letter of Regret**

Letterhead or logo

Date

Name

Mailing Address

City, State, Zip Code

Dear

The selection committee for _____, Rocky Mountain Region Seminar 20xx has met and deliberated over the selection of our faculty. After carefully reading and considering all proposals, we are sorry that your proposals were not among our class selections.

Teachers often wonder when their proposals are returned why they were not chosen. The professional presentations of proposals impressed the committee. Most often, it was the choice between several similar quality proposals and being able to choose only one.

Thank you for the time and effort you spent in preparing the proposals. Without that effort, the selection process would not have been as challenging as it was for us.

Your proposals are being returned to you with this letter.

We sincerely hope that you will continue to develop projects and submit them for teaching. Thank you for participating in our selection process.

Sincerely,

Name, Dean of Faculty

Mailing Address

City, State, Zip Code

Telephone

E-mail address

Sample of **Letter of Acceptance**

Letterhead or Logo

Date

Name

Mailing Address

City, State, Zip Code

Dear

Congratulations! Your class proposal, _____ has been selected by the Rocky Mountain Region for Seminar 20xx in __(site)__, __(dates)__.

Enclosed are three copies of the contract. Please read it very carefully. We need your utmost cooperation in complying with our requests. This will enable us to maintain our deadlines for a successful seminar.

If you are in agreement with the terms of the contract, please sign, date and return all copies postmarked no later than _____. When the signed contract is returned to you, I will enclose a list of faculty members so you may make your roommate choice.

I have enclosed a copy of the Faculty Schedule and Checklist for your ease in scheduling and meeting deadlines.

We are looking forward to an excellent seminar.

Sincerely,

Name, Dean of Faculty

Mailing Address

City, State, Zip Code

Telephone

E-mail address

EGA SEMINAR CONTRACT FOR TEACHING SERVICES

**IMPORTANT:
ONLY USE THE TEACHER CONTRACT OBTAINED FROM
THE NATIONAL WEBSITE!**

Download the current *Teacher Contract Form*. It is located in the Members Only, Teacher Contracts. This will assure you of getting the most up-to-date version of the document. The form is available in Word and PDF formats.

Download the Word version to be able to easily insert seminar information and remove optional segments. Doing the contracts this way will present a more professional appearance for the seminar. It also customizes the contract to fit the seminar regarding meals, orientation, etc.

The region director is the last to sign the contract.

Note that the 1099 MISC form is now the IC Reporting Form

Faculty Schedule and Checklist for the Dean of Faculty

For your records, please make note of the following dates and fill in those dates when you mail or receive materials:

_____	_____	Three copies of contract mailed to teachers for signature
_____	_____	Teacher mails signed contracts to dean of faculty
_____	_____	Finished piece for photography, class descriptions, personal resume, list of kit contents, kit cost, and equipment list sent to the dean of faculty.
_____	_____	Projects returned to teacher at Retreat 20 <u>xx</u> or by UPS or USPS for those not attending
_____	_____	Letter to be sent to students, materials list, boutique/bookstore list, and roommate choice shall be postmarked to dean of faculty
_____	_____	Brochure mailed. Seminar registration begins
_____	_____	Cancellation of classes which do not fill
_____	_____	Class roster and hotel registration forms mailed to faculty
_____	_____	Teacher mails letter and pre-work, if applicable, to students
_____	_____	Copy of written materials and/or instructions each student will be given in class
_____	_____	Kits shipped and dean of faculty notified of travel plans
_____	_____	Teacher arrives in _____
_____	_____	Faculty orientation
_____	_____	Meet the Teachers
_____	_____	Seminar classes

Foreign Teacher Information and Contract

Please read the following information very carefully:

The Foreign Teacher with Visa and the Foreign Teacher with Business Visa contracts are mandatory and shall not be changed.

To hire a foreign teacher, it is necessary to ask the teachers which type of visa they will be using to enter the USA. The seminar chairman will submit the foreign teachers' names to EGA Headquarters **before** sending contracts to these individuals. The EGA administrator will contact the teachers to learn their visa status and that information will be sent to the seminar chairman immediately upon receipt. The proper contract will be sent to the foreign teacher by the dean of faculty. There is a cost involved with obtaining a visa.

Please go to EGA's National Website and download the current *Region Seminar Teacher-Foreign w/VISA* contract AND *Foreign Teacher Procedures* guidelines. This will assure you of getting the most up-to-date version of the document.

Teacher Reimbursement Form

Date: _____

Name: _____

Class: _____ Other: _____

Contract Teaching Fee: \$ _____

Contract Per Diem Total: \$ _____

Travel Expenses: \$ _____

Attach copy of airline ticket showing cost

OR

Attach one way odometer reading in lieu of receipt

(\$00 per mile, maximum \$ _____)

Incidental Travel Expenses: \$ _____

For baggage handling, tips, ground transportation, parking, etc.

Attach receipts, list on the back

Maximum \$ 25 without receipts.

Kit Fees: \$ _____

Quantity x Cost

Total: \$ _____

Teacher's Signature _____

Please return this form with receipts to the dean of faculty by __time, day__.

NOTE: Per IRS requirements, only those expenses accompanied by receipts, with the exception of \$25 incidental travel expense and kit cost, shall be reimbursed. Please be sure to attach your receipts for full reimbursement.

Dean of Faculty Checklist One Sheet per Teacher

Name of Teacher: _____

Name of Class: _____

Month, Day and Year: _____

- _____ Contract sent
- _____ Signed contract returned
- _____ Return signed contract to teacher
- _____ Actual piece received
- _____ Photography accomplished
- _____ Display at retreat
- _____ Piece returned to teacher
- _____ Résumé, course description, classroom equipment list, kit contents and price
- _____ Copy of letter to students, student supply list
- _____ Lists of items for Boutique/Bookstore
- _____ Confirmation/cancellation letter
- _____ Class list to teacher
- _____ Receipt of instruction booklet, class notes
- _____ Name of roommate
- _____ Travel information
- _____ Receipt of kits by seminar personnel

Sample of **Evaluation by Teacher**

Please complete and mail to: Seminar Chairman
Mailing Address
City, State, Zip Code

Teacher:
Class Title:

1. Were arrangements handled in a competent and businesslike manner?
2. Was the contract fair and were its stipulations followed?
3. Were the classroom conditions satisfactory (lighting, traffic flow, white board availability, size) adequate?
4. Were the housing accommodations satisfactory?
5. Were the travel arrangements satisfactory?
6. Were the students enrolled in a class that fit their level of expertise?
7. Were the students well prepared to take the class?
8. If advance preparation or special materials were required, was the group prepared adequately for the class?
9. Were good manners observed during class?
10. Were the students receptive and attentive?
11. Would you look forward to teaching for this group again?

Additional comments:

Sample of Seminar Class Description Checklist

Name of Teacher

Title of class

Dominant Technique

What skills should the student expect to gain from this class

Ground Material (include threads per inch if counted technique)

Proficiency Level (include any prerequisites)

Finished Size of Piece (if set piece, include possible uses of piece)

Dominant Color or Color Choices

Description of Kit (include color or color choices, threads, materials, etc.)

Kit Cost

Materials And Equipment To Be Supplied By Student – estimated cost if in excess of \$10.00

Pre-seminar Homework Required? If yes, give a brief description

Provide a 75 word description of the class, including skills the student should expect to gain. Please refer to *EGA Glossary* definitions of terms. Give complete explanations: “Students will learn to frame up”...frame up what?

This information must be provided by the teacher through the dean of faculty, then reviewed and edited by the brochure chairman, and approved by the teacher after review/edit. Enough lead-time must be allowed to accomplish a thorough review and re-edit, if necessary.

Sample of Teacher's Résumé Checklist

50 word maximum

Name:

Years of Teaching Experience:

Needlework Training:

Certification(s) Achieved:

Certification(s) in Progress:

Other Appropriate Education:

Area(s) of expertise, plus Subspecialty:

Publications:

Other Accomplishments of Note:

Sample of Memo to Faculty Regarding Editing of Brochure Description

Date: _____

To: Faculty Member

From: Dean of Faculty, Seminar 20xx

RE: Class description and personal information for brochure

I am sending you the class description information and your biographical information as it will appear in the brochure for Seminar 20xx. To ensure better accuracy and clarity, please review it carefully and note any changes that should be made.

We have made every effort to use the material as you submitted it, making minor changes or shortening it to fit available space. Any time a change is made it can, unintentionally, affect accuracy. Thank you for taking a few minutes to review this copy.

Please mark any necessary revisions. This copy, whether revised or not, must be initialed, dated and returned to me postmarked no later than _____.

Thank you for your cooperation.

Suggested Questionnaire for Future Seminars

Please complete this sheet with helpful suggestions for preparing for Seminar 20xx. You need not give your name unless you wish. Use reverse side if additional space is needed.

1. What city are you from?
2. How did you travel to seminar?
3. Did you pre-register for seminar at last year's retreat? Or did you pre-register after seeing the classes on the region web site?
4. Were you satisfied with the registration form you completed to select your classes? Any improvements you'd suggest?
5. Did you get one of your preferred class choices?
6. Did you have any difficulties with your seminar registration? If so, what were they?
7. Did you have any difficulties with the hotel? If so, what were they?
8. Did you shop the boutique/bookstore? If so, approximately how much did you spend?
9. For future classes, what techniques or teachers would you like?
10. Did you participate in Prospectors? Was this your first time?
11. Any other suggestions that you think would be of help to us in planning for the next seminar would be appreciated. Thank you for taking time to fill out this questionnaire.

Sample of Participants' Class Evaluation

Angels: Please distribute this form in class. Return completed forms to __ (angel chairman) __.

Teacher: _____

Class Title: _____

1. Was the class as you expected from the description in the brochure?
2. Did you receive adequate information from your teacher before the seminar?
3. If your class included a kit, were the materials furnished adequate in amount and of good quality?
4. Were written instructions understandable, and adequate so that you can complete the project at home?
5. Was the teacher's presentation organized and were verbal instructions clear and understandable?
6. Was individual help available when needed?
7. Did you feel the classroom instruction was organized to fit the amount of time available?
8. Would you recommend this teacher?
9. Would you take another class from this teacher? Yes or No (If no, please explain)
10. Did the classroom provide sufficient workspace and good lighting?

Other comments: