



# 2010 WORKSHOP PROPOSAL

Please submit to: Workshops Coordinator
Gibsons Landing Fibre Arts Festival
PO Box 1754, Gibsons Landing, BC Canada V0N 1V0
Email: workshops@gibsonslandingfibrearts.com
Deadline for submission is September 30, 2009.
Please use a separate form for each workshop.

Tell us about yourself Please attach your CV (curriculum vitae) and photographs of your work to this application. Your CV must describe your educational background, teaching experience, exhibits, awards, references, and other details relevant to this workshop.

- 1. Instructor name(s) as it should appear on brochure / web
2. Business address
3. Telephone ( ) 4. Toll-free 1 - 5. Fax ( )
6. Email Email checked: every day several times/week once/week or less
7. Do you have a website? Yes No If YES, specify complete URL:
8. Instructor biography for brochure, web, etc. (MAXIMUM 50 WORDS—ATTACH SEPARATE SHEET IF NECESSARY)
9. Name, relationship, and contact info for at least one reference who is familiar with your teaching skills (i.e. colleague, supervisor, student, etc.)
We encourage you to provide additional information in your CV (see above):

## Tell us about your workshop - USE A SEPARATE FORM FOR EACH WORKSHOP PROPOSAL

- 1. Workshop name as it should appear on brochure / web
2. Total # days 3. # of hours of instruction per day 4. Maximum enrollment
5. Prerequisites 6. Type of workshop: hands-on demo
7. Workshop objective (by the end of this workshop, students will be able to...)
8. Course description, for brochure / web (MAXIMUM 50 WORDS—ATTACH SEPARATE SHEET)
9. Instructor daily fee - not per student (in Cdn dollars) \$ / day (The GLFAF pays in CDN funds only)
10a. Do you provide handouts / materials at your workshop? Yes No If YES, what is material fee? (specify CDN or US) \$
10b. If you are charging a material fee, please specify in detail what EXACTLY is included:
10c. Do you have a cut off time for preparing Material kits? Yes No If YES, please specify:
11. Material / equipment list - please specify in exact detail what students need to bring to workshop (include exact quantities, brand names, suggestions of where to purchase, where applicable): (ATTACH SEPARATE SHEET IF NECESSARY)
12. Workshop venue must have running water sink electricity (# of plugs: ) work tables chairs blackboard
other (specify):
13. How many times have you taught this workshop?
14. Have you given this workshop on the Sunshine Coast (anywhere between Howe Sound and Desolation Sound) previously? Yes No
If YES, when?
15. Do you agree that you will offer this workshop on the Sunshine Coast exclusively through the GLFAF this year? Yes No
16. Do you agree with the following GLFAF event cancellation policy? Yes No
If cancellation is necessary, it will be done so in consultation with the instructor, no later than 30 days before the event.
17a. How will you be travelling? Driving Flying n/a
17b. Do you require accommodation or can you stay with friends/family? Accommodation required Staying with friends/family
18. Do you agree with the following GLFAF expense reimbursement policy? Yes No
Instructors will be reimbursed for travel. The GLFAF will, on behalf of the instructor, arrange for accommodation for the instructor only.
(The instructor is responsible for all others in their party.)
19. How are you able to help promote this workshop?

Signature

Date

Thank you for your submission. Please note that the GLFAF reserves the right to change in any way the workshop name, description, instructor biography, etc. for use in its brochure, website, and other promotional tools. We cannot guarantee that photographs will be returned to applicant. Instructors are responsible for insuring all samples, tools, and other items that they send, bring to the workshop or loan for display. A formal contract will be sent to those instructors whose courses are selected.