



**GUIDELINES FOR CLASS PROPOSALS
INTERNATIONAL QUILT FESTIVAL 2022/SALT LAKE CITY
PLEASE READ CAREFULLY!**

Please read this sheet before beginning the proposal submission process. Answers to many questions about teaching at International Quilt Festival are included.

2022 DATES TO REMEMBER:

- International Quilt Festival/Salt Lake City classes: July 21-23, 2022
- Proposal Due Date: February 21, 2022
- Acceptance Notification Date: March 8, 2022

LOCATIONS & TIMES:

- All classes and events will be held at the Salt Palace Convention Center.
- Regular classes, sewing machine classes, and stationary longarm classes will be offered 9 AM-noon and 2-5 PM.
- Longarm classes will be offered 8 AM-noon and 1-5 PM.

CLASSES:

- Both project and process classes are of interest.
- Proposing both sewing machine and hand work classes is helpful.
- Six-hour classes need to be planned so that the afternoon is not just a "working" lab, but features specific instruction.
- Limitations of classroom space will prevent us from accepting all submissions.

FEE STRUCTURE:

- Regular classroom teachers will be paid \$20 per student for half-day classes and \$40 per student for full-day classes as indicated on the class roster (less refunds) and 100% of materials fees (less refunds).
- Stationary and Stand Up Longarm classroom teachers will be paid \$10/hr per student.
- The materials fee should reflect no more than retail value of items supplied to students.
- Teachers pay their own expenses.
- Payroll checks will be mailed within 45 days following Festival.

SEWING MACHINES:

We will have limited classrooms equipped with sewing machines. You may request the brand of machine you prefer for each class, but understand all requests cannot be met.

POLICY FOR SEWING MACHINE USAGE:

You may request a classroom equipped with sewing machines ONLY if you plan on using them for the majority of class time. A class that features design work in the morning and hands-on sewing in the afternoon will need to be scheduled in two different rooms to allow other teachers/students to make use of the limited number of machines we are able to provide. It requires a great deal of resources on the part of the sewing machine companies to pack/ship/monitor these machines and we must be certain they are used to the fullest extent possible.

IRONS:

The facilities will allow only 2 regular full-size irons or a limited number of Clover mini-irons in a room at the same time because of the electricity they require. In some cases, additional irons can be set up in the hallway. If we have to bring extra electricity into a room for iron use, we will need to assess a usage fee to the students. Do not ask students to bring personal irons of any kind. Quilts, Inc. will provide all irons.

AUDIO-VISUAL EQUIPMENT:

Please plan to use a visual presentation ONLY if you are TOTALLY self-sufficient in the setup/operation of your laptop/iPad/projector and all communications between the two. Should additional A/V equipment be necessary, an equipment fee can be charged to students to cover those special equipment costs.

CLASSROOM HELPER:

A student who has paid to be in your class will be serving as class helper in return for a Class Aid Pin from International Quilt Festival. They will check roll in class, help set up, pass out handouts, and be available for limited needs during class. They have no further duties or responsibilities (or authority) but can contact Festival Staff in the Education Office for further assistance. Please do not ask your Classroom Helper to handle money or sales for your class.

REFUNDS:

International Quilt Festival is very strict about class refunds. We do not grant them without personal investigation, nor without good and just cause. However, refunds are granted for emergencies or for serious dissatisfaction with a class that has produced multiple complaints. In such an instance, we reserve the right to delete the person from the class roster and from the teacher's payment schedule.

CANCELLED CLASS POLICY:

We do not cancel classes due to low enrollment. Instead, you will be paid for a minimum of six (6) students, even if actual enrollment is fewer than that. Should the class grow to seven or more students with on-site enrollments, you will then be paid in accordance with our normal

procedures based on actual attendance. You will be paid your materials fee for the actual number of students enrolled.

CLASS SELECTION:

The International Quilt Festival classes are selected after we have reviewed all proposals received. Criteria for selection include anticipated appeal of classes, recommendations of other teachers, enrollment, and student evaluations from past years, completeness of proposals, and variety of curriculum.

COVID POLICY:

As of now, we will require that all attendees, exhibitors, faculty, and staff wear a face mask or face shield at all times while on the show floor or in classrooms. However, this policy could change closer to the show dates.

PROPOSAL LINKS:

- Start with a Wantlist (one per teacher):
https://quilts.formstack.com/forms/salt_lake_city_wantlist
- Then proceed to the Class proposal link:
https://quilts.formstack.com/forms/salt_lake_city_class
- Conclude with an LCD Projector Request form (optional):
https://quilts.formstack.com/forms/salt_lake_city_lcd_projector_request

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