

## Grand River Beads Society Bead Show 2019

### Instructor Application Information

#### Class Information

GRBS is providing a teaching space at a basic cost to the instructor. The classes will be promoted through the Bead Show and students can sign up ahead of time at the September and October meetings, through contacting the instructor directly, as well as at the Bead Fair.

1. Classes will run on both Saturday & Sunday (See schedule of times on application form).
2. The cost to the instructor for teaching at the show is \$10.00 per hour or \$20.00 for a 2.5 hour class. One hour classes are encouraged, however, two hour classes are possible as well as full day classes. The teaching fee will be collected by the G.R.B.S. on the day you teach.
3. The instructor will set the minimum and maximum class sizes.
4. Once your class is approved you will be notified and your contact information, class description and photos will be posted on the GRBS website for students to sign up.
5. The instructor will determine the cost of the class and the kit fee (which should be combined including HST if applicable).
6. The instructor will provide a sample of the project for the **September** and **October** GRBS meetings.
7. Students who sign up for a class will contact the instructor directly via email. They will also be required to pay in advance by whatever method the instructor decides to use.
8. The instructor is encouraged to **promote their class through their own social media and personal email invitations.**
9. If the instructor cancels the class then they need to contact the students.
10. A full day class must incorporate a lunch break.
11. The teaching area will not be supplied with task lights but there are wall plugs that can be accessed.
12. Due to the open area arrangement of the teaching space, consideration needs to be made for classes that involve noise so that the noise does not interfere with the instruction of other classes or vendors at the show. Because of this, no classes that involve hammering will be permitted.

**Applications are due by Sept. 4, 2019**

Email completed application to [mabeads@rogers.com](mailto:mabeads@rogers.com)

**Grand River Beads Society Bead Fair 2019**  
**Instructor Application Form**

Instructor's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Class Title: \_\_\_\_\_

Skill Level: \_\_\_ Beginner    \_\_\_ Advanced Beginner    \_\_\_ Intermediate    \_\_\_ Advanced

Preferred Teaching Day: \_\_\_ Saturday    \_\_\_ Sunday    \_\_\_ Both Sat. & Sun.

Preferred Teaching Time (circle): 10 a.m. – 11 a.m.

11:30 a.m. – 12:30 p.m.

1 p.m. – 2 p.m.

2:30 p.m. – 3:30 p.m.

4 p.m. – 5 p.m.

Class Fee: \_\_\_\_\_ (Kit and class combined)

Class Size : Minimum - \_\_\_\_\_ Maximum: - \_\_\_\_\_

A brief, catchy two sentence description for advertising purposes:

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A complete class description:

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Pre-requisite for taking your class:

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Along with your application please send the following:

1. One or more high resolution photographs on a neutral background.
2. A list of tools and supplies that the student must bring.
3. A list of the contents of the kit supplied by the instructor.

Every effort will be made to honour your requested teaching time and day. The teaching schedule will be completed as applications are received, therefore you are encouraged to submit your application as early as possible.

In submitting this class proposal I ascertain **that I am not infringing on any protected design rights**. I confirm that **my work is original** and any copyright discrepancies will be resolved among the instructors involved and not The Grand River Bead Society.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email form and attachments to Mary Ann Helmond at [mabeads@rogers.com](mailto:mabeads@rogers.com)