

# The National NeedleArts Association Class Proposal

## DEADLINE FOR SUBMISSION: December 4, 2009

Please submit all information to:  
The National NeedleArts Association  
1100-H Brandywine Blvd  
Zanesville OH 43701-7303  
Phone: 800-889-8662 or 740-455-6773  
Fax: 740-452-2552

**PLEASE PRINT OR TYPE.** Please fill out the form completely, as this information will be used in the class registration brochure. **ONLY FORMS COMPLETELY FILLED OUT WILL BE CONSIDERED FOR ASSIGNMENT.** Complete **one form** for each proposed class (you may make copies of this form). Please send all items to show headquarters by the deadline date. All teachers will be notified by **January 5 via e-mail.**

This proposal is for

Columbus 2010       St. Charles 2010

This proposal is for (check one)

**An exhibitor sponsored class:** Definition – Any class in which the technique, skill, business idea and/or materials used will directly benefit any one exhibiting company. Please make sure all arrangements have been confirmed with exhibitor prior to submitting proposal. Exhibiting company's name \_\_\_\_\_

**An Association sponsored class:** Definition – A skill, technique or business class which will enhance a participant's knowledge without directly benefiting an individual exhibiting company or product.

**A Multi sponsored class:** Definition – A skill, technique or business class in which three exhibiting companies must donate product.

### Teacher Information

Teacher Name: \_\_\_\_\_ Company \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Class Information (EACH SECTION MUST BE COMPLETED)

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

Class Type: (CHOOSE ONE)  Needlepoint  Knitting  Crochet  Cross-Stitch  Embroidery  Other  Business

Skill Level: (CHOOSE ONE)  Beginner  Intermediate  Advanced  For All

Students: Maximum \_\_\_\_\_ Minimum \_\_\_\_\_

Material Fee: \$ \_\_\_\_\_ to be collected in class      Materials provided for fee \_\_\_\_\_

Classrooms will be set classroom style unless otherwise noted. Please indicate if you have any equipment that may not fit on standard size tables. Onsite table orders or room sets can not be accommodated \_\_\_\_\_

YES, I will be able to provide a photo of       NO, I will not be able to provide a photo.

my class project. (If possible, provide photo with proposal and indicate "ENCLOSED".) **Deadline date for photo to appear in Buyer Brochure December 4, 2009.**

**NOTE:** Class project photos are to be printed in the Buyer Registration Brochure. Please send processed prints. Digital photos **MUST** BE in "tiff" format at 300 dpi. No laser or inkjet "prints". Photos will not be returned.

Education schedule: 12-6 pm (half days 12-3 pm or 3:30-6:30 pm) **Thursday**, 8:00 am – 5:00 pm **Friday** and 8-10 am **Saturday, Sunday** and **Monday** in **Columbus**. All classes over 3 hours will be scheduled on **Thursday or Friday** in **Columbus**. **Needlecraft Market (St. Charles):** Friday 9 am - 12 pm or 2 pm - 5 pm

Class Length: \_\_\_\_\_ hours      If this class can be lengthened, to what length? \_\_\_\_\_ hours

Prefer class to be scheduled: Day \_\_\_\_\_  morning  afternoon  evening  any  
Second Choice: Day \_\_\_\_\_  morning  afternoon  evening  any

Please list any day(s) and time(s) during which you will be unable to teach \_\_\_\_\_

Every effort will be made to assign your classes as requested.

Could this class be held twice?     Yes     No    Have you taught this class at a TNNA Show or NeedleArts Market before?  
 Yes     No

Please list your goal for this class? \_\_\_\_\_

### **Class Description**

**\*\*IF POSSIBLE, PLEASE E-MAIL CLASS DESCRIPTION TO: [mdenton@offinger.com](mailto:mdenton@offinger.com)**

**This description will appear in Buyer Registration Brochure. Class description (100 words or less)**

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### **Class Homework**

**\*\*IF POSSIBLE, PLEASE E-MAIL CLASS HOMEWORK TO: [mdenton@offinger.com](mailto:mdenton@offinger.com)**

List all homework students need to bring to class. **This list will be provided to students.** (Please do not list items students will not use.)

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### **Class Supplies**

**\*\*IF POSSIBLE, PLEASE E-MAIL CLASS SUPPLIES TO: [mdenton@offinger.com](mailto:mdenton@offinger.com)**

Please list supplies students should bring to class including sizes (e.g. #6 & #8 needles, 12" stretcher bars), types (e.g. worsted weight yarn, 3-ply embroidery floss) and quantities (e.g. 4 different colors) **This information will be listed in the Buyer Registration Brochure.**

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### **Teacher Biography**

**\*\*IF POSSIBLE, PLEASE E-MAIL CLASS TEACHER BIOGRAPHY TO: [mdenton@offinger.com](mailto:mdenton@offinger.com)**

Please provide a short (**100 words or less**) biography outlining your experience and skills for teaching this class. **This information will be listed in the Buyer Registration Brochure.**

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### **Audio Visual Needs**

Please list any audio visual equipment or incidentals that you will need for this class (e.g. flipchart). Please review guidelines for audio visual needs and costs. **(The size of the classroom is affected by the need of a slide or overhead projector so it is important to know any requirements at the time of proposal.)**

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### **Material Shipment**

Will you need to ship materials for your class?     Yes                     No