



**Missouri Basketweavers Guild**  
**2019 Convention "Come Weave With Us"**  
**August 1-4, 2019**  
**Hilton Garden Inn - Independence**  
**19677 E. Jackson Drive**

**TEACHER APPLICATION**

*Please read and follow submission instructions before completing form for Email or Mail submissions.*

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

Telephone -- Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Name of Basket: \_\_\_\_\_ Class Length: \_\_\_\_\_ hours

If you are submitting a sample basket, value of the sample basket for **return mail insurance** purposes \$ \_\_\_\_\_

Basket Shape: Round:  Rectangle or Square:  Other \_\_\_\_\_

Dimensions: Length: \_\_\_\_\_ Width: \_\_\_\_\_ High: \_\_\_\_\_ Diameter: \_\_\_\_\_ With Handle:  Without Handle:  No handle:

Weaving Level (**check only one**): Beginner:  Advanced Beginner:  Intermediate:  Advanced:

**Pre-requisite for student** (example: experience in twining, twill, etc.)

**Brief description of basket:** Please be specific and limit description to **360 characters**. List types of materials & techniques used & details you want included in the convention catalog.

**Special Tools student needs to bring:**

**Class fee** (per student): \$ \_\_\_\_\_ **\*\*Please keep in mind we DO NOT pay a salary to teachers.\*\***

**Your teaching requirements:** Minimum class size: \_\_\_\_\_ Maximum class size: \_\_\_\_\_ (MBG maximum is 12.)

**Minimum requirements you need to come to teach:** No. of Hours: \_\_\_\_\_ or No. of Classes : \_\_\_\_\_

**Special Teaching Needs** (extra space, electrical outlet, etc. or time not available to teach): \_\_\_\_\_

Teachers are responsible for providing all special equipment they need to teach the class, such as drills, dryers, slide projectors, etc.

**Release:** The undersigned does hereby release and discharge the Missouri Basketweavers Guild, Inc. (MBG) from any and all claims, cause of action, and liability arising from damage, injury, or destruction to baskets owned by the undersigned while in the possession of the MBG.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Please include return postage and insurance fees in a check made payable to MBG Convention for mailed sample baskets and/or mailed submissions to Sandy Hertel, 1167 Spencer Hill Dr., St. Peters, MO 63376. Send electronic submissions and/or questions to submission-mbg@basketweavers.org

Thank you for your proposal and your attention to our requirements.  
**Submissions must be electronically submitted or received by January 5, 2019 to be considered.**

## TEACHER APPLICATION SUBMISSION INSTRUCTIONS

**You must be an MBG member for the year beginning January 1, 2019 to submit and teach for the 2019 convention.** Membership is \$20 a year and a membership form can be found at [www.basketweavers.org/membership.html](http://www.basketweavers.org/membership.html). Contact [membership-mbg@basketweavers.org](mailto:membership-mbg@basketweavers.org) for information or to check your membership status.

**Submissions must be electronically submitted or received by January 5, 2019** to be considered for the MBG 2019 Convention.

We are seeking a good variety of **new 2 to 12 hour classes and classes for all weaving levels** for the weekend. If you expect a full teaching weekend, you must submit either some 4 hour classes or 12 hour classes as we only weave 4 hours on Thursday and Sunday. We are also looking for some new ideas or materials. You may submit up to 15 class proposals ranging from 4 to 12 hours and up to 6 proposals for 2 hour classes. We do not pay a teaching salary. Please price each class accordingly.

We are looking to fill the convention schedule with a weaving level spread of 25% Beginner/Advanced Beginner, 50% Intermediate and 25% Advanced. Please select **only one** of the following weaving levels for each basket submitted on the application.

**Beginner:** For students with no weaving or very little experience with class materials, techniques and basket type should consider themselves a beginner for the offered class.

**Advanced Beginner:** For students who have mastered the beginner skills for the offered materials, techniques and basket style are ready for more challenge in an Advanced Beginner class.

**Intermediate:** For student has a good grasp of beginning levels and comfortable working level for materials, techniques, and basket style for the class specifications. Student should consider the intermediate level to expand their weaving skills and knowledge.

**Advanced:** For Student has mastered the intermediate skills for the materials, technique, and style. Student is ready for the challenge.

### Class Proposal Submission

- You may submit up to 4 photos with each basket class proposal for the jury process. One photo must be identified as your choice for the convention catalog, if your class is selected.
- If you have not previously been selected to teach at an MBG convention, regardless of your submission method you are required to submit a sample basket. (See Sample Basket Submissions below.)
- All prospective teachers are required to submit a **brief bio** for use in the convention catalog.

### Interactive Submission via Computer, iPad, Tablet, or Smart Phone

- For all teachers we encourage you to use our interactive submission software that collects your application data. Using this service you do not send completed forms. You will be prompted to enter a bio and contact information one time and information for each proposal. You will receive a confirmation email with instructions to send basket photos. New Teachers who have never taught at MBG may use this service but must also send sample baskets to the Jury Chair tagged with the basket(s) name. Mail baskets to Sandy Hertel, 1167 Spencer Hill Dr., St. Peters, MO 63376.. MBG will begin **accepting class submissions beginning November 1, 2018**. To get started go to MBG's Convention page at [www.basketweavers.org/convention.html](http://www.basketweavers.org/convention.html) and select the link to the Teacher Application and instructions.

### Email Submissions

- Complete the application and sign the release by entering your name on the signature line. Your email message with the attached application will serve as your release signature. The application file name must contain your name, basket name, and word "Application" with a hyphen separating each. [Example: Junie Jones – Fall Foliage Basket – Application]
- Photo files must be named with your name followed by the basket name with a numeric sequence (1-4) for each photo view with a hyphen separating each. [Example: Junie Jones – Fall Foliage Basket – 4] After the alpha sequence indicate "CB" for the photo to be used in the convention catalog. [Example: Junie Jones – Fall Foliage Basket – 4 - CB]
- The file for your brief Bio for the convention catalog must be named with your name followed by a hyphen and the word "Bio". [Example: Junie Jones – Bio]
- Attach application and up to 4 digital photos for each proposal in separate email messages. Email submission with a subject line using your Name": and basket name to [submission-mbg@basketweavers.org](mailto:submission-mbg@basketweavers.org). Submit Bio only once with one submission.

**Sample Basket Submissions:** If you have never been selected to teach at MBG or you have previously taught at MBG and electing to submit an actual basket, you **are required to pay return shipping and insurance costs for your class proposal baskets**.

- Attach an identification card with your name and basket name to each basket submitted.
- If photos not electronically submitted, provide up to 4 photos for each submission. On the reverse side gently write your name and basket name and indicate "For Catalog" on the back of one quality photo for the convention catalog.
- Photos will not be returned unless you include a self-addressed stamped envelope with sufficient postage affixed.
- Pack your baskets sensibly for shipping. No loose peanuts please! A "map" (taped to the inside of the box) of how baskets are packed in the box is helpful for repacking to return your baskets. If return shipping insurance is required specify the value for each sample basket on the proposal form and include total return insurance amount along with return shipping amount in a check made payable to MBG Convention

**Basket Photos:** Photos should be of high quality and printed on photo paper. Basket image should show the complete basket with space between image and edges. The background should be a plain solid color. No apples, coins, mugs, rulers, or other objects touching the basket. Images need to be void of shadows on or around the basket. Take photos with photography lighting or natural lighting on overcast days to avoid shadowing. Electronic photo submissions must be high resolution of 600 dpi or more and in jpg format. Electronically transfer images using a program that does not compress files.