



Fiber “U” Class Proposal for year: _____
(Deadline: October 1st for the following year)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Cell #: (____) _____

Website: _____

e-mail: _____

Name of Class: _____

Length of class (time): _____ # of students : min: _____ max: _____

(Beginner = no experience required, Advanced Beginner = some basic skills required)

Class Level: (circle one) Beginner - Adv. Beginner - Intermediate - Advanced

Can you teach your class on Saturday? _____ on Sunday? _____

Special needs: (water, electric, tables, chairs, etc.) _____

Class description: _____

**If new to teaching at Fiber “U”- have you taught this class before and if so, where?

Brief Instructor Bio: _____

COST: \$ _____ (what students pay to teacher for materials and taking class).

Send completed form to: Liz Mitchko- Fiber “U”- 24649 Snowberry Drive, Lebanon, MO 65536

Or e-mail to: liz@whirlwindranch.com

Fiber “U” Class Proposal Guidelines

Fiber “U” was established to promote fiber arts education in the Midwest. ALL our teachers and vendors are required to be from Missouri and the 8 surrounding states (IA, IL, KY, TN, AR, OK, KS and NE) as that is the original territory of MOPACA, the sponsor of this event. **We limit a class to 3 years (same teacher, same type class) to keep student selections new and “fresh” for returning students.**

Class Selection Process: Many factors are considered when selecting classes for Fiber “U” including; date proposal received, if previously taught same class at Fiber “U” – evaluation comments from previous students of that class, attendance at previous classes, length of class, material fees being charged and what students get to take home for that fee, instructor’s experience, floor space needed to teach class, post class clean-up time, student experience level and of course, the type of class and how unique or similar it may be to other classes submitted.

Class Length & min/max #: At Fiber “U” classes end at 10 minutes to the hour- so a “one” hour class is actually 50 minutes. We recommend classes be between 1-4 hours in length. We realize it may not be cost efficient for an instructor to travel to teach for a small group. We have never been below a minimum, but instructors will be contacted approx. 2 weeks prior in the event we are below your minimum. Your max number of students should be what you feel comfortable teaching by yourself and have the material (or tools) to do so.

Class Fees: The amount you put on your proposal is what each individual student will be charged and that entire amount goes to you after your class is taught. When deciding how much to charge - be realistic and ask yourself two questions: ‘Would I pay this much for this class?’ and ‘What do I physically get to take home for this amount?’ If your class is selected, you will be contacted before classes are posted on-line as we do realize that material costs and/or availability of raw materials can change. Please note that instructors who receive more than \$500 will be issued a 1099 by MOPACA per their CPA and will need to provide your SS#.

Class Experience level: Adding experience levels to our class descriptions assist the students in their selection process. Beginner classes are just that- NO experience necessary. Advanced Beginner requires some basic skills. Intermediate level requires more understanding and skill than just the “basics”. Please be concise on what skills the student will need to have to take the class.

Class Description & photo: Your description should be short and sweet but include what students will be taught (and take home), materials you will provide, items the student needs to bring and any skills students need to have to take the class. We place photos on our web-site to help “sell” or define your class description, especially if it is unique! It is helpful to send photo with new class proposals and they can be e-mailed in .jpg format to liz@whirlwindranch.com

Instructor’s role: As soon as you are notified as being an instructor, we’d appreciate your help in advertising Fiber “U” by distributing provided bookmarks at other events, in your store, in shipped out orders, etc. Communication is key- so please be sure to return e-mails and calls. We also ask that all instructors are prepared to teach their class and provide a hand-out to each student with your contact information on it. Instructors are to check-in, arrive on time to class, take attendance, clean their classrooms and fill out a teaching evaluation while at Fiber “U”.

Payment: Checks will either be hand delivered at Fiber “U” or be mailed within one week after the event.