



THE GUILD Show

Invitation to Teach!

Hasbrouck Heights New Jersey IGMA Guild Show September 25 to Oct 1, 2023

Classes are a vital component of our Annual Guild show and a wonderful way for you to showcase your talents. A quality photograph and print materials for the IGMA website, sent electronically to the Guild Show Director, must accompany this application. Photos must be at least 4 inches in dimension; "High Resolution" (300 dpi) and either PDF, TIFF, or JPG format. Please send the description for the class in a word document as well so that we can copy it to the website. We will also be promoting it on Social Media so include a great picture with something to demonstrate scale.

Please understand that without a picture we will not be able to approve your class. (Miniaturists are very visual people!)

Classes can be held Monday through Sunday night. Multiple days, half days, evenings. We have lots of space and are flexible!

If you would like to propose more than one class, please use a separate Class Proposal form for each one. Please submit your proposal no later April 1, 2023. We will be posting the classes on the website the week of May 1, 2023.

Please note Teachers are to supply all items required to complete the class with the exception of items listed below for students to bring. Please supply glue and paint as many students are traveling. Please protect the room and furniture if you paint or stain.

Class Title: _____

Name : _____

Address: _____

Phone: _____

Email : _____

Social Security Number or International Equivalent: _____

Description of Class Including Techniques Taught, Dimensions and Scale:

Student Supplies and Tools Needed:

Classroom Needs: _____

<p><u>Length of Class (CIRCLE)</u></p> <p><input type="checkbox"/> ½ Day Class AM 8-12 Afternoon 1-5 Evening 6 to ?</p> <p><input type="checkbox"/> 1 Day Class</p> <p><input type="checkbox"/> 2 Day Class</p> <p><input type="checkbox"/> 3 Day Class</p>	<p><u>Skill Level (CIRCLE)</u></p> <p><input type="checkbox"/> Beginner</p> <p><input type="checkbox"/> Intermediate</p> <p><input type="checkbox"/> Advanced</p>	<p><u>Class Fee:</u></p> <p>_____</p>
<p><u>Day (CIRCLE)</u></p> <p><input type="checkbox"/> Tuesday</p> <p><input type="checkbox"/> Wednesday</p> <p><input type="checkbox"/> Thursday</p> <p><input type="checkbox"/> Friday</p> <p><input type="checkbox"/> Saturday</p> <p><input type="checkbox"/> Sunday</p>	<p><u>Will project be completed in allotted time?</u></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><u>Important Information</u></p> <ul style="list-style-type: none"> • IGMA will add a space rental fee of \$25 or 20% of class per day per student for full day classes, and \$18 per day or 15% per student for half-day classes, whichever is greater. • Instructors will be required to teach if a minimum of three (3) students register for the class. • IGMA is required by US government regulations to report all income earned by instructors. Your Social Security Number or international equivalent will be required. Please complete W9 on the website and send with your form. • Virtual classes will need to provide an on-site assistant as part of the classroom experience and ship the supplies to any students that attend virtually at the expense of the teacher.
<p><u>Evening (CIRCLE)</u></p> <p><input type="checkbox"/> Monday</p> <p><input type="checkbox"/> Tuesday</p> <p><input type="checkbox"/> Wednesday</p> <p><input type="checkbox"/> Thursday</p> <p><input type="checkbox"/> Friday</p> <p><input type="checkbox"/> Saturday</p> <p><input type="checkbox"/> Sunday</p>	<p><u>Maximum Number of Students:</u></p> <p>_____</p>	

Teacher's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

Return application, print materials, and photo to:

Linda Zechel
16920 SW 112 Ct,
Miami, FL 33157

Phone: 305-772-3497 ♦ Email: guildshowdirector@igma.org