



THE GUILD
Show

Class Proposal

DoubleTree by Hilton Manchester, NH
700 Elm St., Manchester, New Hampshire, 03101, USA

August 2 to 6, 2027

Classes are a vital component of our Annual Guild Show and a wonderful way for you to showcase your talents! **You MUST be a dealer to offer a class, no exceptions.** Please send **ONE** quality photograph and print materials for the IGMA website, sent electronically to the Guild Show Director. Photo must be at least 4 inches in dimension; "High Resolution" (300 dpi) and either PDF, TIFF, or JPG format. Send pictures showing the scale (next to ruler, in your hand, etc.) of the finished piece for social media. Classes will not be approved without a picture.

Classes can be held Monday (8/2/2027) through Friday (8/6/2027) day or evening, multiple days, or half days.

If you would like to propose more than one class, please use a separate Class Proposal form for each class and a separate email with the class title, all documents and the picture. Class Proposals are **due January 1, 2027**. We will be posting the classes on the website in February 2027.

Instructors are to supply all items required to complete the class except for items listed below for students to bring. Please supply glue and paint as many students are traveling. Please protect the room and furniture with floor cloths if you paint or stain.

Class Title: _____

Name : _____

Address: _____

Phone: _____

Email : _____

Social Security Number (W9) or International Equivalent (W8BEN) See attached

Description of Class Including Techniques Taught, Dimensions and Scale:

Student Supplies and Tools Needed:

Classroom Needs:

Length of Class (Circle One)

☐ ½ Day Class ☐ 1 Day Class ☐ 2 Day Class ☐ 3 Day Class

Morning 8am – 12pm

Afternoon 1pm – 5pm

Evening 6pm to _____

Day of Class (Circle all that apply if more than one day class)

☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Evening Classes (Circle One)

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday* ☐ Saturday ☐ Sunday

*Friday evening classes should take a break to attend Desserts & Demonstrations.

Skill Level (Circle One)

☐ Beginner ☐ Intermediate ☐ Advanced

Will Project be complete in allotted time?

☐ Yes ☐ No

Maximum Number of Students: _____ Class Fee: _____

- IGMA will add a space rental fee of \$25 or 20% of class per day per student for full day classes, and \$20 per day or 20% 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 is required. Please complete W9 (domestic instructors) or W8BEN (international instructors) and send them with your completed Class Proposal.

Instructor's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

Return email application and photos to:

Cathy Miller-Vaughan, IGMA Show Director
Email: guildshowdirector@igma.org