

2019 Iowa Sheep and Wool Festival Class Proposal Guidelines

The following pieces of information will be needed for any proposals for the 2019 Iowa Sheep and Wool. Proposals should be typed and submitted using a Word-compatible document and emailed to Sarah Humke at: sarahhumke@gmail.com or printed and mailed to Sarah Humke, 2454 30th St., Ackley, Iowa 50601. Applications will be accepted until **December 31, 2018**.

- Name
 - Address
 - Home and Cell phone number (if applicable)
 - Email address
 - Ravelry name (if you have one)
 - Facebook contact (if you have one)
 - Instagram Contact (if you have one)
 - Twitter Contact (if you have one)
 - Are there any times during the festival that you cannot or would prefer not to teach?
 - A brief biography of yourself for the booklet and to be published online. If you want to have a photo of yourself sent for this, attach it with the email or send it separately with a note.
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- The name of the class you are proposing.
 - A brief description of the class including materials or tools students should bring as well as any skills that students should have prior to the class.
 - Class fee (the amount that you want to receive per student per 3 hour class period).
 - Materials fee (the amount that you will collect prior to the class beginning for materials used).
 - Minimum age for the class.
 - Minimum number of students that you will teach the class for.
 - Maximum number of students that you want to teach.
 - Any special accommodations needed to teach the class (outlets, water, white boards, etc. Tables and chairs are already provided).
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- Photos of finished projects or of projects that showcase the skills that will be learned are *extremely* useful in promoting the classes. These can be attached in the email or sent separately with a note.

If you are submitting proposals for more than one class, there is no need to send all of this information multiple times. Simply just add the class information for the additional classes below the first class in the same document.

If you have any questions about this process, please feel free to contact me at sarahhumke@gmail.com or (641) 425-4082.

Thanks so much and I look forward to seeing you in 2019!