



## **PROPOSAL SUBMISSION GUIDELINES SCR SEMINAR 2023 Sugar Land, TX – June 6-10, 2023**

### **Class Offerings**

The Houston Embroiderers' Guild (HEG) is hosting the South Central Region (SCR) Seminar Tuesday through Saturday, June 6-10, 2023 at the Marriott Town Square in Sugar Land, Texas. The teaching opportunities are three days, two days, and one day. If the proposed class is less than 3 days, you must combine 2-day and 1-day classes to total three (3) teaching days.

### **Teacher Attendance**

All classes will be held in the Marriott Town Square. Teachers will be expected to arrive no later than Wednesday, June 7, 2023, unless otherwise advised at the time of selection confirmation.

### **Proposals**

The teaching proposal must be your own concept. Set-pieces should have a design that is either original and is solely the creative product of the teacher, or an adaptation which has been inspired by another source and has been modified through significant changes. We encourage you to submit several proposals for each class length for which you would like to be considered so the Faculty Selection Committee has adequate choices. Please submit a total of no more than four (4) proposals for each class length.

Contracted class projects shall not be taught within SCR for 90 days before seminar or for 90 days following seminar.

### **Each proposal must include the following information:**

1. A course description with an overview of the class similar to that required for a seminar brochure, which includes class goals.
2. A biographical resume of not more than one page, which should include your embroidery education or other qualifications relevant to the proposed course, teaching experience, and areas of specialization.
3. Class length (3-day, 2-day, or 1-day).
4. Estimated time for any required pre-work.
5. Estimated cost of kit and student supply list or lab fee, if applicable.

6. Student proficiency level:
- **Basic** – the stitcher has no experience in the technique being taught.
  - **Basic intermediate** – the stitcher has limited experience in the technique being taught or materials being used.
  - **Intermediate** – the stitcher has knowledge of the basic stitches, the materials, and their use in the given technique.
  - **Advanced intermediate** – the stitcher has some knowledge of more difficult stitches in the technique and a wider variety of materials.
  - **Advanced** – the stitcher has the ability to execute simple and difficult stitches in the technique. The stitcher also has knowledge of color and design, which will allow for exploration and creativity.

**For a set-piece:**

- A detailed drawing, colored illustration, and/or chart is acceptable. However, a finished set-piece, work in progress, or photographs of proposed set-piece(s) is preferred.
- The type of materials used, such as the background fabric, fabric count/canvas mesh, types of threads/yarns, size and types of beads, etc.
- Design size
- If a drawing, illustration, or chart is submitted, a worked example of the proposed techniques or an example of the teacher's work (photographs are acceptable).
- If the piece is finished in an unusual manner, please indicate if the finishing materials (such as a box or frame) are available for student purchase and are included in the estimated cost.

**For a notebook, color and/or design class, or other course:**

- A page layout
- Photograph of a sample.

**Proposal Presentation**

Proposal packets are to be sent by electronic mail only. Teachers will be notified of the proposal status on or before December 1, 2021.

**Submission via Electronic Mail**

- Each teacher must submit a completed **Proposal Item Submission Sheet** summarizing all submissions.
- Number each proposal to match its number on the **Proposal Item Submission Sheet**
- Submit one proposal per email. If possible, submit proposals in pdf format.
- Each page of the proposal should be clearly labeled with the individual project and page number and be identified with the teacher's name.
- Each proposal must have the completed **ICNA Proposal Summary Sheet** included as the first page.
- Each email must be no more than 20 MB in size.
- All proposals shall be submitted on the same day.

- The SCR Seminar Faculty Committee will acknowledge receipt of the teacher's proposal(s) as listed on her/his **Proposal Item Submission Sheet**.
- Proposals must be received no later than **October 15, 2021**.

### **Displayed Selected Class Pieces**

All set-pieces **MUST** be in their final form and available for display at the SCR Seminar 2022 in Shreveport, LA, June 15-18, 2022.

**Please send electronic proposals to [scr2023deanoffaculty@gmail.com](mailto:scr2023deanoffaculty@gmail.com).**