**Great Lakes Region**

**Faculty Proposal Letter**



*The mission of EGA is to stimulate appreciation for and celebrate the heritage of embroidery by advancing the highest standards of excellence in its practice through education, exhibition, preservation, collection and research.*

June \_\_\_, 20\_\_

Dear Needlework Teacher:

The Great Lakes Region of The Embroiderers’ Guild of America will hold its 20\_\_ Seminar from **(date), 20\_\_** in *(*city, state). The theme for the 20\_\_ Seminar is “**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”** and is hosted by the \_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter of The Embroiderers’ Guild of America.

Teachers are invited to submit proposals for 4-day, 2-day and ½-day classes. Our seminar will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_, April \_\_, with ½-day mini classes (1 - 4 pm) and our opening banquet. Classes (2-day and 4-day; 6 hours per day) will run \_\_\_\_\_\_\_\_\_\_\_\_\_, April \_\_, through \_\_\_\_\_\_\_\_\_\_\_\_\_\_, April \_\_, 20\_\_.

Should you decide to submit proposals, we will need them by \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_. You will be advised of our selections on or before (one month later), 20\_\_.

The preferred method for submission of proposals is by email to (insert email address of faculty chair). You may use USPS, UPS or FED EX delivery services to the address below if you so choose, but do not send the actual piece - only the form and photographs. The attached proposal form should accompany your proposal. It is a Word document, so you can just type into the form. The boxes will expand to accommodate your text. Each piece should have a separate form.

Save your form with some version of the class title and your name as the file name. You may return this as a Word file or as a pdf. Please include AT LEAST two photographs of the piece – a minimum of one full and one detail photo. You may need to send multiple proposals in multiple emails, so it will not exceed file size limits. Please call or email should you need help with this.

The fee schedule for our seminar includes:

* $350 per day teaching fee; $175 teaching fee for ½ day mini classes.
* Hotel accommodations for the period of your contract.
* Economy round-trip airfare or mileage at the IRS rate in effect at the time of the contract.
* All meals during the period of the contract.

I look forward to hearing from you. If you have any questions, please do not hesitate to contact me by email at (insert email address of faculty chair).

(insert name of faculty chair)

Dean of Faculty, GLR Seminar 20\_\_

(insert address)

(insert city, state & zip)

Phone: (insert phone number)

Email: (insert email address)