

2019 Turning of the Tide Retreat

Workshop Proposal:

Workshops will be held 9:00 a.m. to 12:00 a.m. and 1:30 p.m. to 4:30 p.m.
Saturday, April 27, and Sunday, April 28, 2019

Instructor name:

Address:

Phone:

Email:

Website/Business name:

Workshop Title:

Circle one: Half Day (3 hours) Full Day (6 hours) Two Days (12 hours)

Description of workshop to be put on TOTT website. Attach separate sheet if necessary. Include photos of completed items. Photos can be sent electronically to: guild@artisansil.org

Minimum amount of students:

Maximum: up to 10 (for sake of space)

Minimum age of student: 17

Note: Registration for classes will be open until the class is full or the beginning of the class, so please be prepared for a full class.

Prerequisite student skills:

FEES: Price for class, including all materials: \$ _____

Please include all class materials in your class fee. If you have separate things for purchase, be sure they are optional to the class. (Note: Turning of the Tide will add \$10 to the price of the class.)

All classroom spaces will be indoors and include tables and chairs. If additional accommodations are required for this class please specify---for example sink, electricity, etc. If your class may have especially unique needs (excessive fume/heat exhaust, extraordinary electrical requirements, special drainage/sewage, etc) please explain these needs in this area. Please also specify if this class would be best held outdoors.

All safety items (masks, gloves, etc) must be provided or included in the class fee.

Bio:

Also submit a head/shoulder image of instructor. This can be done in a JPG or JPEG file and sent in an email to guild@artisansil.org.

The Turning of the Tide. 2019 Instructor Agreement

THE INSTRUCTOR agrees to:

- a. Conduct the workshop in accordance with the Workshop Proposal Application, including all agreed amendments, at the time and in the location specified by Turning of the Tide staff. (TOTT).
- b. Provide all transportation, lodging and other costs associated with the workshop except as set forth in the Workshop Proposal Application, including all agreed amendments.
- c. Protect the workshop area and furniture from damage and/or negative impacts from their workshop.
- d. Bring all supplies/equipment required for their workshop, including any necessary safety materials.
- e. Provide the TOTT staff with a mobile phone number to enable staff to locate THE INSTRUCTOR in the event of necessity prior to and during the festival.
- f. Hold the Artisan Guild of Southern Illinois, its members and volunteers harmless for any liability or damages resulting from actions or inactions of THE INSTRUCTOR.

1. TOTT agrees to:

- a. Provide the necessary space and facilities necessary for the workshop.
- b. Register all students and provide THE INSTRUCTOR with the number of students registered for the workshop in advance of the festival.
- c. Pay THE INSTRUCTOR at the conclusion of the workshop at the rate requested per student.
- d. Provide communication through emails prior to the workshop to notify of number of students.
- e. One week prior to event, if minimum students is not met, provide instructor with choice to drop the class or allow more time for student registrations for the class.

2. THE INSTRUCTOR and TOTT both agree:

- a. To work together cooperatively and to make every reasonable effort to enable the workshop to occur and THE INSTRUCTOR to be paid.
- b. That time is of the essence in the performance of the workshop.
- c. To notify each other promptly of any desired changes to the Workshop Proposal.

3. Reasonable Control:

If either the Guild or instructor is unable to perform its obligations under this agreement because of acts of god (to include inclement weather), failure of utilities, equipment failure or damage that is reasonably beyond its control, or any other cause that is reasonably beyond its control, neither party shall be liable. If an event does occur, all reasonable efforts to remedy and re-commence will be made.

Instructor Signature: _____ Date: _____
(Signature required)

Please direct all electronic correspondence to the Artisan Guild at: guild@artisansil.org

All applications must be received by: 15 December 2018

Send applications to:

Turning of the Tide Event Board
The Artisan Guild of Southern Illinois
P.O. Box 295
O'Fallon, IL 62269