



2022 Pittsburgh Creative Arts Festival Class Proposal

Event Dates & Location	August 25-27, 2022 DoubleTree Hotel Green Tree, PA
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Teacher Name	
Teacher Address	
Teacher Phone	
Teacher Email	
Estimated mileage (roundtrip)	

Terms and Conditions

Teaching Sessions	Thursday/Friday – PM, Saturday AM & PM
Payment to Teacher	<p>Pay rates and reimbursement for teachers will be established with each teacher based on their experience, published materials and individual needs.</p> <p>Vendors who are teaching will not be reimbursed for travel expenses.</p>
Materials Fee	<p>If classes have material fees, please include in the class proposal. Material fees will be listed in the class registration and are payable to the teacher by the student.</p> <p>Material fees are any items provided for class by the teacher: patterns, yarns, needles, kits etc</p> <p>Any kits and accessories: buttons, fibers, patterns may be made available to the student at an additional fee but must be listed in the class description</p>
Classroom Set up	<p>Classrooms will be set up classroom style – please specify if you need a different classroom set up</p> <p>If you need special equipment, please let us know</p>
Promotional Information	<p>Teacher authorizes Festival host to use Teacher’s name, image, description, and bio information in connection with promoting the event.</p> <p>Teacher should also promote classes on their social media/webpage</p>
Other items:	<p>You may show any handmade items in your class and advertise any of your upcoming classes at other locations in the future. You may advise your students if you have any yarns/items for sale at any of the participating exhibitor’s booths.</p> <p>Teachers: unless you are a vendor, you may not sell yarns, products, or premade garments in our class/es.</p>
Invoices for Payment	<p>Teachers will be required to turn in an invoice for payment. A handwritten invoice is acceptable, and all invoices are due within 30 days of the end of the festival.</p>

Date:	Teacher Signature:
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2022 Class Submission Form

(Submit one for each class)

Class Title	
Teacher Name	
Class Length (hours)	
Class Description	
Level (Check One)	<input type="checkbox"/> Beginner: can do basic knitting, crochet or sewing <input type="checkbox"/> Intermediate: Beginner level plus increase/decrease and follow basic patterns <input type="checkbox"/> Advanced: Intermediate level plus yarn over patterns, cable, ribbing, comfortable with pattern interpretation, advanced sewing or quilting skills <input type="checkbox"/> All levels: class is of interest to all regardless of skill level
Class Size	Minimum # of students: _____ (If not reached, class will be cancelled) Maximum # of students: _____
Supplies needed: (Students will bring with them)	
Materials Fee (Payable by student directly to teacher)	
Homework:	

Please email an example photo of the finished work/garment for the website.

Do you have a pattern/design that you would be interested in using for a KAL, CAL or Block Sewing/Quilting?

If so, please include pattern/design with your class proposal.