Standard Proposal Summary Sheet

The cover of your proposal must be a picture, line drawing or other visual representation of your class. This form must be the first inside page of the proposal.

Name

Address

City, State and Zip

Contact Information: (phone) ___________________ (cell phone) _________________
(email)________________________________________________

1. Class Title:___________________________________________________________________

2. Technique: ___________________________________________________________________

3. Ground material: ______________________________________________________________

4. Type of Class ___ set project ___ color and/or design class ___ notebook ___ other (explain): __________________

5. Length of class (specify hours or days): ____________________________

6. Student Level: ___ basic ___ advanced intermediate ___ basic-intermediate ___ advanced ___ intermediate ___ all levels

   ___ cost is for complete kit (other than stretcher bars, frame or hoop and usual class stitching supplies)
   ___ student must purchase other materials (list items and approximate cost):
   ______________________________________________________
   ______________________________________________________
   ___ student will have a choice of color and/or threads

8. Audio/Visual Equipment Needed: _______________________________________________

9. Other special classroom needs: _________________________________________________

10. Prestitching required: ___ yes: Number of hours: _________________
    ___ no

11. Has this project ever been accepted by another seminar, sold commercially or taught? _______
    If yes, please elaborate: ____________________________________________________________