

“Woven Together 2019”

Juanita Carreon and Brenda Elshof, Coordinators
Juanita Carreon and Brenda Elshof, Jury Chairpersons

Dear Prospective Teacher:

The **2019 NCBA Convention** will be held in Durham, NC, March 14-17, 2019, at the Sheraton Imperial Hotel. Classes will be scheduled to begin on Thursday afternoon and end on Sunday Morning. Seminars will be scheduled for Thursday or Sunday. Please make a note on the application if you cannot teach during a certain time period. *All teachers are responsible for any equipment needed to teach the class or seminar (i.e., slide projectors.)*

We are especially interested in baskets that have not been taught at NCBA previously and you must be a member of NCBA to teach

Please note* There is no current agreement on hourly class payment made by NCBA. No payment, however, is made for seminars or mini bonus classes.** Payment will be discussed at May 2018 meeting, and all prospective teachers will be notified.

Class size will be limited to a maximum of twelve (12) and a NCBA minimum of six (6) students: *If your minimum student number is more than six (6), please note that number on the application.* Instructors are required to give each student printed instructions or at least a materials list, lengths to cut, and any other printed information they would need when attempting the basket at a later time.

With the exception of classes where material preparation is part of the learning experience, (i.e., splitting oak, shaving ribs, etc.) kits should be prepared for the students by the instructor, with as much pre-cutting done as possible, thus allowing more time for instruction in class and insuring that the students complete their projects. When calculating the cost of the kit for each basket, remember that the cost of the class should only reflect the cost of materials and kit preparation.

In the last few years we have been using an electronic proposal submission. If you have never been selected to teach at NCBA, you must submit the actual basket.

You may submit as many proposals as you would like by making copies of the application form and completing one form for each basket or seminar proposed. Also, please remember, if your submission is not YOUR original creation, please obtain permission from the creator to teach the proposed basket and give credit where it is due. If the basket is a copy of an original, please note that on the application. Please furnish as much information as possible regarding teaching objectives when writing basket descriptions. **NOTE:** Teachers who are submitting baskets for consideration are **not** involved in the final selection of proposed baskets.

We are soliciting proposals for a large number of four (4) hour classes, an equal number of six (6) hour classes, a limited number of mini bonus one (1) to two (2) hours, eight (8) hour classes, and ten (10) hour classes.

You can register for classes but please be aware that the regular convention registration fees will apply. Please sign and return the release form at the bottom of the application form.

An attorney for NCBA prepared the release form.

***Baskets submissions, via online submissions or sent in Must not be RECEIVED BEFORE May 2, 2018 and NO LATER THAN May 18th, 2018.** Please follow the direction on the following pages.

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Juanita Carreon and Brenda Elshof, Coordinators
Juanita Carreon and Brenda Elshof, Jury Chairpersons

If you, at any time, have any questions please contact:

Convention Coordinators:

Juanita Carreon: 252.622.1405 woventogether2019@gmail.com

Brenda Elshof: 919.846.5980 woventogether2019@gmail.com

***Baskets submissions Must not be RECEIVED BEFORE May 2, 2018 and NO LATER THAN May 18th, 2018**

All baskets whether a returning NCBA teacher or new to NCBA must submit pictures: Please note the following criteria for taking your photos. Remember your large 4x6 is scrunched down to a 2x2. So, make sure your basket looks its best.

Failure to do so may result in your basket not being juried

Photos should be of high quality.

1. Do not zoom into your basket. This ruins the pixilation if cropping is to be done.
2. Basket image should show the complete basket with blank space between image and edges.
3. The background should be a **plain solid color**. White or light gray background only. Photo cubes and lighting are great tools. Take photos with photography lighting or natural lighting to **AVIOD SHADOWING**
4. No apples, coins, mugs, rulers, or other objects are to be used in the picture.
5. Images need to be **void of shadows** on or around the basket.
6. Electronic photo submissions must be high resolution of 600 dpi or more and in jpg format. Electronically transfer images using a program that *does not* compress files.
7. If sending and size examples are given send as **ACTUAL SIZE** or highest resolution.
8. You may submit up to 4 different angles of your basket to help in the jury process.
9. If submitting the basket or you are uncomfortable with the electronic sending. Photos may be submitted the email address woventogether2019@gmail.com or on a CD, with your Bio and Basket Descriptions and mail to address below But the same above criteria still stands.

If you are submitting your baskets as a new teacher there is a **\$6.00/basket** jury fee. Insurance, if wanted, is extra.

If you are submitting your baskets electronically there is a **one-time jury fee of \$15.00**

All checks, for both, are to be made out to NCBA and mailed to:

Brenda Elshof,
12021 Radner Way,
Raleigh, NC 27613
919.846.5980

The following form is for first time to NCBA and to be mail in. Online class submittals have the same form but can be filled out on line.

(Jury Use Only)

Proposal No. _____

Box No. _____

Check No. _____ Amount \$ _____

Box Weight _____

Insurance Requested: Yes No

Amount Requested \$ _____ Paid: Yes No

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Juanita Carreon and Brenda Elshof, Jury Chairpersons

North Carolina Basketmakers Association Convention 2019
Durham, North Carolina March 14-17, 2019
--Teacher Application Form --

*(Instructions: Please print or type all information. This form or copy (**no personally formatted proposal forms**) must accompany each proposed basket. Staple two to four 4" x 6" glossy or matte color photos of basket to right hand corner of form.*

Name: _____ Member #: _____

Address: _____

E-mail(s): _____ Phone No. _____

Name of Basket/Seminar Topic: _____ Insured Value _____

Has this basket been taught at NCBA before? Yes No If yes, when was the last time? _____ (Yr)

Please use the following designations in determining experience level:

Beginner: Little or no weaving experience with the material being used.

Beginner/Intermediate: Still a beginner, but ready for something more challenging.

Intermediate: Skilled at basic techniques with material being used. Weaver has no trouble setting up bases, or twining, or over-under weaves or rims using the material of the class offered.

Intermediate/Advanced: Still an intermediate weaver but ready to try something more challenging.

Advanced: Have mastered all basic skills and ready to try new techniques, fibers, shaping, and creative methods.

All Levels: Class may contain students ranging from Beginner to Advanced skills. Teacher feels all students will have no difficulty in **completing project in allotted time**.

Experience Level for Basket (Circle One only)

Beginner Beginner/Intermediate Intermediate Intermediate/ Advanced Advanced All Levels

Size of Basket: Width _____ Length _____ Height _____ Diameter _____

Minimum students required: _____ **Number of Class Hours:** _____ **Class Fee:** \$ _____

This basket is constructed from: (circle one) Hardwoods Naturals Reed

Special Instructions (e.g.,teaching in separate room, can only teach certain days): _____

Will this basket be pre-started? Yes No Special embellishments/ extra fees: _____

Basket Description:

Please provide a description, **65 words are less** of the basket or seminar you are proposing. Be as specific as possible about what the students will learn in the class. You may be teaching specific techniques that are not immediately apparent from looking at the sample basket. **Please include a list of special tools required of the student or additional cost (embellishments, starts, etc.) imposed to the student during class.** Please be sure to tell us if the basket has historical significance. (The coordinator reserves the right to edit your description. Please print legibly or type)

Teacher's Biography: (85 words or less. Coordinator reserves the right to edit bio. Please print legibly or type)

**** Please send the basket descriptions and Teacher bio written in a word document and submitted on a CD or email attachment to woventogether2019@gmail.com

Teacher's Name (Please Print)

Release

The undersigned does hereby release and discharge the North Carolina Basketmakers Association, Inc., from any and all claims, causes of action, and liability arising from damage, injury, or destruction to baskets owned by the undersigned which are stored for judging and photographed for brochure, while in the possession of the North Carolina Basketmakers Association, Inc., which will have possession of the baskets belonging to the undersigned which are the subject of the release as follows:

From the 2nd day of May, 2018, to the 30th of June, 2018

The consideration for this release, waiver and discharge is the handling and storage and display and other utilization of such baskets belonging to the undersigned by the North Carolina Basketmakers Associations, Inc., without the charge of an additional insurance fee or premiums which otherwise would be required to cover liability of the North Carolina Basketmakers Association, Inc., to the undersigned for any damage, injury or destruction to the property of the undersigned.

Signed by Teacher: _____

Witness: _____ **Date:** _____

IF NOT SIGNED THE PROPOSAL WILL BE RETURNED!!!

Remember:

- 1) If you are shipping your basket, please include a check, payable to NCBA for
 - a. *\$6.00 PER shipped basket which will cover the jurying fee. If you want your baskets insured please provide the additional money for insurance.*
 - b. Include with a stamped self-addressed envelope a completed returned shipping label and packing diagram. To Jury Chairman Brenda Elshof,
 - c. Pictures must accompany the basket. Please see section on photo taking

- 2) If you are submitting electronically: Mail a check, made payable to NCBA for \$15.00.

All checks should be mailed to the Jury Chairman: Mail to:

Brenda Elshof
12021 Radner Way,
Raleigh NC 27613

If you have questions about this application or the convention, please contact:

Convention Coordinators:

Juanita Carreon: 252.622.1405
woventogether2019@gmail.com

Brenda Elshof: 919.846.5980
woventogether2019@gmail.com

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Teacher’s Proposal Check List

- You must be a current member of North Carolina Basketmakers Assoc. to be eligible to teach.
- Proposals must be received between May 2nd, 2018 and no later than May 18th, 2018.
- Complete a separate proposal for each basket submitted, a picture of basket, along with a description of basket in word form, with Bio on a CD or EMAIL. Or electronically.
- If your submission is not YOUR original creation, please obtain permission from the creator to teach the proposed basket and give credit where it is due in the basket descriptive.
- For electronic submission, mail a check, made payable to NCBA, requires a **\$15.00 fee**. See notes below.
- If shipping baskets, include a check made payable to NCBA for **\$6.00 per proposal** only if you mail us your baskets. Check must include extra funds for insurance, if desired, on return of baskets. See notes below
- All checks are to be mailed to Jury Chairman: Brenda Elshof, 12021 Radner Way, Raleigh, NC 27613

Direct questions to:

Juanita Carreon: 252.622.1405 woventogether2019@gmail.com

Brenda Elshof: 919.846.5980 woventogether2019@gmail.com

Electronic Submissions: Go to woventogether2019@gmail.com and follow the directions listed below: (please make sure you understand the following bullets)

• Complete the application and sign the release by entering your name on the signature line. Your email message along with the attached application will serve as your release signature. The application file name must contain your name, basket name and word “Application” with a hyphen separating each. [Example: Sally Smith –Fall Foliage Basket –Application]

•Photo files must be named with your name followed by the basket name with a numeric sequence(1-4) for each photo view with a hyphen separating each. [Example: Sally Smith –Fall Foliage Basket –4]

After the alpha sequence indicate “CB” for the photo to be used in the convention brochure. [Example: Sally Smith –Fall Foliage Basket –4-CB]

•The file for your brief Bio for the convention brochure must be named with your name followed by a hyphen and the word “Bio”. [Example: Sally Smith –Bio]

•Attach application and up to **4 digital photos** for each proposal in separate email messages. Email submission with a subject line using your “Name”: and basket name to woventogether2019@gmail.com. Your Bio only needs to be submitted with one submission.

New teacher submission:

Sample Basket Submissions:

If you have never been selected to teach at NCBA, you are required to submit an actual basket, and are required to pay return shipping and insurance costs for your proposals.

- Attach an identification card with your name and basket name to each basket submitted.
- Provide at least 2 quality photos for each submission, but may provide up to 4 photos. On the reverse side gently write your name and basket name and indicate "For Brochure" on the back of the photo you want used in the in the convention brochure. You must also email an electronic version of the brochure picture to woventogether2019@gmail.com
- Photos will not be returned unless you include a self-addressed stamped envelope with sufficient postage affixed.
- Pack your baskets sensibly for shipping. No loose peanuts please!
A "map" (taped to the inside lid of the box) of how baskets are packed in the box is helpful for repacking to return your baskets. If return shipping insurance is required specify the value for each sample basket on the proposal form and include total return insurance amount along with return shipping amount in your check.

Mail to: Brenda Elshof, 12021 Radner Way, Raleigh, NC 21673 919.846.5980

Basket Photos: PLEASE NOTE THE FOLLOWING CHANGES:

Failure to do so may result in your basket not being juried

Photos should be of high quality.

1. Do not zoom into your basket. This ruins the pixilation if cropping is to be done.
2. Basket image should show the complete basket with blank space between image and edges.
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4. No apples, coins, mugs, rulers, or other objects are to be used in the picture.
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7. If sending and size examples are given send as ACTUAL SIZE or highest resolution.
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