



Gone Stitchin'



EGA SCR Seminar 2017 / Sugar Land, TX

Gone Stitchin' SCR Seminar 2017

Final Report

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Summary or Letter from Chair

Gone Stitchin' Seminar was held in Sugar Land Texas June 7 through 10, 2017 at the Marriott Town Center Hotel. This seminar was hosted by the Tip of Texas Chapter which is located in Deep South Texas about 300 miles from the Hotel. The location was selected as no hotel located in our area (South Texas) was available that had the breakout rooms and design needed to hold a stitching seminar. This was the first time Tip of Texas hosted a seminar on our own, we had previously partnered with Austin Stitchery Guild in 2001.

Our chapter decided to host a seminar as we wanted to make money for which we could bring professional teachers to our chapter hosted meetings so all of our 66 members could take advantage of learning new techniques. Our number one Goal that we set was to continue as friends and to become even better friends. I am happy to say that we met our goals and had a wonderful time doing the seminar.

Our title was selected after the seminar Executive Committee spent several hours brain storming possible theme ideas. We like the idea of gone fishing, hunting, etc. and thought why not Gone Stitchin'.

Structure

Our seminar structure was organized around an Executive Committee which met monthly starting 2 and one half years prior to the seminar. The organizational chart is attached. Meetings were held monthly on the second Monday of each month at 4:30 pm in the Chairwoman's home. The chair worked with the SCR Regional Seminar Mentor on their calls and several of the committee members joined calls as desired. The tasks to be completed were organized around an excel spreadsheet. Note: the Seminar guidelines were rewritten during our seminar planning so we did provide input into their structure.

Teams

Treasurer

Facts

- Had the original bank close our account due to requests for paperwork on Non Profit status. Open the bank account with a local bank who did not require all the extra paperwork.

Hindsight, Tips and Tricks

- When developing the budget be sure to look at the Region Day to ascertain what is a Region Day Activity and as such part of the split versus the Chapter Activity. Since our Mini Classes were held on Region Day we assumed they were part of the Region Day split. However the expense was paid for by the Chapter and such the financial final profit loss statement was changed to reflect this.

Merchandise Night

Facts

- 20 vendors participated
- We had 4 Sponsors, 2 Gold Level and 2 Copper Level.

Hindsight, Tips and Tricks

- Many of the vendors were concerned about theft and as such wanted their booth enclosed so people could not enter behind the table.
- Free tables were given to Region, National, Trisha Nyugen (Region Day speaker), 2018 seminar and 2017 Seminar.

Dean of Faculty

Facts

Faculty Report

- We sent requests for proposal via email to the teachers starting in June 2015.
- We received 274 proposals from 21 teachers.
- We used an email list provided by the previous SCR seminar to email to teachers, researched other regions for teachers, and sent out several email blasts to organizations such as NETA. I personally contacted some of the teachers that would not normally submit for an EGA seminar but teach at other needlework retreats. I was somewhat successful.
- All the proposals were printed out, inserted into sheet protectors, and numbered. The numbers were assigned by the order in which the proposals were received. Many teachers submitted multiple pieces for consideration so the pieces were number by the teacher and then by the piece. For example the fifth teacher to submit would be number 5 and her pieces would be number, such as 5-1, 5-2, 5-3 etc. All the submissions were taken to our guild meeting where everyone in attendance was able to indicate the pieces they found interesting and might consider taking at a seminar. The submissions receiving no votes were eliminated from the selection process reducing the number by half. The selection committee met on a Saturday and finished the process in one day. Chapter members felt a sense of participation and buy in for the seminar.
- We selected a total of 17 teachers to offer classes with a combination of 1-, 2-, and 3-day sessions.
- Based upon registration, we ended up hosting 10 teachers with 1-, 2-, and 3-day classes.
- We had one Studio Time classroom attended by a paid teacher.

Faculty Hospitality

- We prepared welcome mini suitcases for the teachers and other dignitaries. The mini cases contained edible items such as bottled water, juice, crackers, pecans, peanuts, pretzel sticks, etc.
- We delivered the mini cases to the faculty during the Teacher Orientation event where we also included the teachers' personalized nametags. The seminar treasurer was in attendance and presented a summary of money due to the teachers for their review. Checks were delivered to the teachers at the conclusion of the seminar. The review of allowed us to work through any discrepancies in advance and made for a very smooth payment process.
- Each teacher was given a stipend for travel between the airports and Sugar Land Marriott. Each teacher was given a pre-loaded credit card with their per diem of \$65/day.

Hindsight, Tips and Tricks

- The practice is to give teachers a private room but if they should allow someone other than another teacher to stay in the room they must reimburse the seminar for their guest. I feel we should not

be the hotel police, if we offer them a room it is their room. This is not the practice with EGA National.

- The stipend eliminated the need for the teacher to turn in receipts and for us to arrange transportation to and from the hotel. The Teachers really liked the stipend.
- Upon reviewing the teacher contract it was noted that we would pay for their travel to and from their place of residence to the airport. Only one teacher brought this up and we did pay her for her travel from home to the airport. Recommend the committee discuss where they want to pay for transportation and should the per diem cover that cost for them to get to the originating airport.

Angels

Facts

- Classroom Angel Duties
- Serves as the liaison between the teachers, students, and the seminar committee.
- Determines Classroom location, nearest restroom facilities, and emergency exits as well as to elevator locations and break areas.
- Checks for white board/flipchart, markers, erasers and other equipment requested by teacher.
- Ensure all student electrical cords are taped to the floor for safety
- Take attendance and report absent studies to Information desk/seminar chair
- My duties as chairman:
- When seminar is closed for class sign-up get list from Registrar for each class. Check to see if anyone has volunteered to be an Angel.
- Find someone for each class to be an Angel.
- Make/find a gift for each Angel.
- Let each teacher know who her angel is
- Have each teacher's e-mail
- Hold meeting for angels

All angels except one were from Tip of Texas. We only had one Angel sign up with Registration Each Angel was given an Angel Scissors as a thank you.

Hindsight, Tips and Tricks

- Consider offering some type of incentive to volunteer to be a classroom angel at the time of Registration.

Website/Brochure

Facts

- Used Jane Major for the website.

Hindsight, Tips and Tricks

- Proof Reading before submission is a must.

Faculty Transportation Coordinator

Facts

- We gave a per diem to allow the teacher to make their own arrangements of getting from the airport to the hotel and back. The basis for our per diem was based upon Super Shuttle fee for transporting from either airport in Houston. This eliminated us having to make these arrangements and to fight Houston traffic and multiple trips to two airports. Teachers appreciated handling their own transportation.

Hindsight, Tips and Tricks

- Would recommend budgeting for the per diem expense to include the transportation if the committee decides to follow this practice. The practice worked for us as our club was not from Houston and use to driving in traffic during rush hour etc.

Registrar

Facts

- See seminar statistics
- Have a computer and a printer available at the seminar as people will find something not correct in their name tag etc. and want to have it reprinted.

Hindsight, Tips and Tricks

- Remember to list dietary needs on the Registration form.

Notebook (The printed book each participant received at registration)

Facts

- The attendees appreciated that the notebook was half sheet size as it fit into their purse etc.

Hindsight, Tips and Tricks

- None

Hotel/Event Planner

Facts

The 2017 Seminar hired Amanda Garcia-Slater as our professional event planner/hotel liaison. She also filled the facility chair position on the Seminar committee. Amanda was able to bring a great deal of added value to our Seminar.

Negotiations

- Two years prior to Seminar 2017, we selected the Marriott Sugar Land to be our host hotel. This hotel has been used successfully for previous SCR seminars.
- Negotiations began and the following concessions were agreed upon by the hotel and the group:

- Event space was complimentary with a minimum of 372 room nights (original block 465) and a minimum expenditure of \$20,000 in food and beverage cost, exclusive of service charges/gratuities. 20% reduction of room block and food and beverage minimum allowed with no penalty
- Group rate \$153 per room per night for single/double occupancy and \$183 for concierge level.
- Group rate was available three days before and three days after the event.
- Complimentary room nights were granted at the rate of 1/40 consumed (11 complimentary room nights were earned).
- Allowed 8 rooms at \$99 per night (these were used for faculty).
- Allowed 10 upgrades to the Concierge floor at group rate (these were given to key committee members).
- Allowed one upgrade to suite at group rate (this was used by the seminar Treasurer, Registrar, Opportunity Knocks chair, and assistants).
- Received complimentary Presidential Suite with two bedrooms (used by seminar chair for meetings, storage, etc.)
- Received 20 complimentary parking passes.
- Also received 15% discount on all food and beverage menus and 15% discount on all audio visual rentals.
- There was no cost for bringing own A/V equipment.
- Received a \$5 rebate on all revenue-generating guestrooms on master bill.

Statistics

- Group Room Block: 465 room nights were contracted; 462 room nights were consumed
- Total spent for guestrooms on master bill was \$4,581, including taxes.
- Total spent for all meals and cash bars was \$23,800.55, including 15% discount and service charge.
- Meal events averaged 165 guests per meal, but we planned for 188.
- Total spent for all audio/visual rentals was \$3128.23, including 15 % discount and service charge.

Hindsight, Tips and Tricks

- For the most part, the hotel planning, check-in, check-out, facilities, etc. went very smoothly. We did have some billing mistakes that had to be fixed at the time of check out (parking charges that should have been complimentary and roommates being charged for complimentary rooms were the most glaring). There were a few reservation concerns early on, but Amanda Garcia-Slater handled all the issues with the hotel. Her experience and expertise are invaluable.
- “Dietary issues” was left off the registration form, so it had to be handled via email by the seminar hotel liaison via email/phone calls to all participants. Green cards stating the participant’s dietary restriction were included in seminar participants’ registration packet at seminar check in.

Bookstore and Boutique

Facts

- Did not have
- Tried to get several of the Houston and surrounding area needlework stores to open the boutique however they did not respond or those that responded said it was not financially feasible.

Hindsight, Tips and Tricks

- Not sure if the fact that our group was from South Texas and as such did not have the leverage to influence the stores in Houston area to participate.

Hospitality

Facts

- **Hospitality and Favors**

- We aimed for 200 participants+ teachers
- We had the following for meal favors:
 1. Fabric coasters/ scissor holders
Even with our own sash of fabric we needed to purchase fabric. This took time to make.
 2. Plastic DMC floss holder
 3. Scissors
We purchased these at our local stitching store at a 40% discount.
- Paper gift box with Gone Stitchin' stickers made with a paper die cut machine.
- We made all these favors one year before seminar. Requires space to store the items for the year. We sold all the extras at merchandize night and at the registration table. Making things take time...start early or buy favors.

Table Decorations

- We made paper boxes with small banner. All this was made with a paper die cut machine. Used up my scrap book paper. This took time.
- Banquet decorations were pinwheels. The problem with all this stuff is transporting it to the seminar. Don't make anything too big.

Faculty Hospitality

- Made personalized cardboard suitcases to follow our theme. Used paper die cut machine to cut out decorations. Also made a National and SCR Queen case for our Regional and National Director. Filled them with stuff from the Dollar Store and also added a bottle of water and homemade cookies.

Door Prizes, Registration Bags & Meal Tickets

- We took the approach that less is more. We didn't want a million small things, so we bought small metal suitcases and decorated them with travel stickers. Inside of the cases were handmade felt needle holders. We got the ideas for this from Pinterest.
- Before the seminar all the registrant's names were typed on paper and cut them into small strips. Throw them in a paper bag and your ready to go.
- Different colored tickets were made with the die cut machine and labeled in BIG letters with day name for the meal tickets. You will need small bags at the door to collect the tickets in.

Name Tags

- Trudy Garza created the pattern for the seminar's stitched name tag. It needed help creating a pattern and clear directions. This was proofed by two different people to get this right. This was needed 6 months prior to the lunch kick off for the year before our seminar. We wanted our members to wear them at the luncheon and have them for sale. We had basic directions but we encouraged everyone to personalize them which they did. We were lucky to have a Cindy Hambrick

a member of our chapter, create a beaded name tag pattern. We were required to purchase the bead kits ahead of time which was a lot of money paid out in the beginning. I needed to go back twice for more kits which is a hassle so I would go for a certain number of kits at the beginning and that's it. I made a mistake to make a list of people wanting kits for our seminar without collecting money. Of the ten people that I ordered for only 1 wanted the kit after I got them. Did some hard selling in my chapter and got them sold. The stitched kits were mainly sold before the seminar. A few were ordered and I needed to mail them which was a little bit of a hassle.

- Paper name tags were made for each seminar participant. We used the cheapest office supply name tag kit since we knew that many people had purchased name tag kits. We personalized them in the shape of a suitcase and added each person's chapter name and state. We made the name **large** so it would be easy to read. Paper name tags were used for the teachers but they got a nicer lanyard and I worked hard to really personalizing them. MAKE SURE to make the calendar of events to put in the back of the tags. I used the prior year's calendar as a guide. Paper name tags were made in January before seminar. I added and deleted as time went on.

Registrant Tote Bags

- We wanted to provide good size tote/project bag for each participant at registration. We used our paper name tags to label each one and in the clear front pocket we put the seminar pin and meal tickets in small plastic bags so we could see them. We also went by the local travel bureau and got information about our South Texas area. The bag also included the seminar booklet. It takes time to stuff these bags. Try to gather all the stuff to make one run of stuffing and labeling. These bags also were ordered early and needed to be stored and transported to seminar. They take up room at home and in the car and are heavy.

Hindsight, Tips and Tricks

- A die cut machine such as a Cricket is a big help.
- Plan to start early as it takes time to create.
- If you are going to mail the name tag kits, collect for them before they leave the seminar and include a mailing fee.
- No one seemed to miss putting tickets into door prize boxes before the meal.

Opportunity Knocks

Facts

- 11 Opportunity Knocks participants
- Many of the participants carried out the suit case theme in their display.

Hindsight, Tips and Tricks

- Consider whether a door keeper is needed to guard the door for the upcoming seminar versus having the upcoming seminar managing the room entrance.

Volunteers

Facts

- Each committee handled their own list of volunteers. We were able to do this as we had 66 members working on the seminar at various times.

- The seminar chair sent an email to everyone attending the seminar reminding them of what areas volunteers would be needed and asking them to help. This resulted in more than enough help in each area.
- We decided not to plan for a bag check table as we were not having a boutique or bookstore. The 2018 seminar requested a bag check table on the day before the seminar and they staffed the region day. Our members staffed the other days.
- During classes no one needed to check their bags and so these volunteers do not see the need to staff during the classroom time.

Hindsight, Tips and Tricks

- Recommend discussing with next year seminar to see if they would like a bag check table set up.

Assistant Chairman

Facts

- Keep track of time each chapter member spent on project.
- Kept minutes of meetings. This was invaluable as we would forget what our decision had been and so could refer back to the minutes.

Hindsight, Tips and Tricks

- Start keeping minutes at first meeting going forward in one place as you will refer back to them frequently the closer you get to seminar.

Region Day

Facts

- Trisha Nyugen was our guest speaker on Casket Boxes. The interest received on her presentation was tremendous.
- This speaker was paid at the same rate as our teachers for the day and was given a free table at merchandise night to sell her goods.

Hindsight, Tips and Tricks

- We had to rent AV equipment from the hotel for projecting the presentation. This was extremely expensive. SCR might consider purchasing a projector and screen for use. We had several teachers who also requested projector screens over white boards and they brought their own projector.
- We had several people who only attended Region Day and as such did not pay for any of the expenses associated with the hotel rooms. This also gave people access to the mini classes and merchandise night. Even though the SCR Region furnishes \$2,000 to offset Region Day activities, recommend that the free day policy be reviewed to see if this still applies.

Chairman

Facts

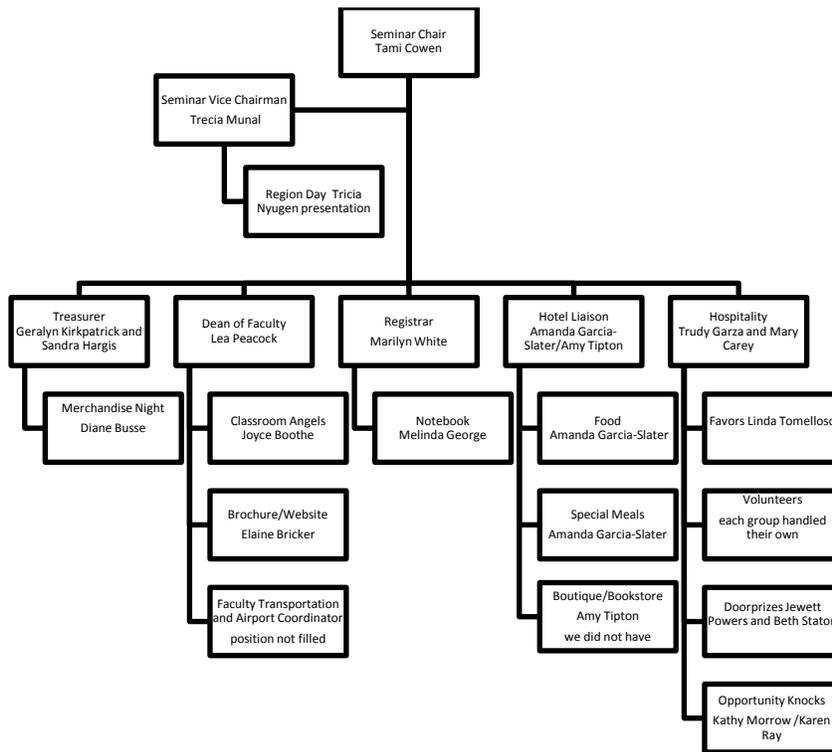
- We hired a professional designer to create our logo. It is well worth the expense and as such we sold lots of name tags and had lots of requests for using our logo.

- When selecting chairs for your committees think about the strengths the person brings to that committee. It is not uncommon for people to express interest in a particular committee but they may not have the skill or strength to serve in the leadership role. Remind the leaders to delegate their activities or if they are not comfortable with delegating to allow time for their work to be completed as it will take time.
- We met monthly and sometimes every other month as an executive committee. Initially we followed the “to do” list spreadsheet at each meeting. Towards the end I created my agenda off the list asking for reports on things behind from the previous meeting and upcoming. It helped to keep the chairs on track and remind them of the deadlines.
- Create your list of who will sit at what VIP table about two months before the seminar. This allows time for the others to create name tags etc. Discuss this list at your meetings.
- Personally wrote thank you notes and VIP invitation notes to those who worked on the Committee and who was involved in the seminar presentations. These notes were placed in each person’s seminar tote bag.
- Received lots of comments that it was appreciated that this seminar was back to basics and simple. It allowed time for everyone to talk with friends.

Hindsight, Tips and Tricks

- Use the previous seminar’s budget as your baseline for planning your budget. Think about AV equipment and plan accordingly. Recommend increasing the dollar amount for each meal.
- If installation of officers is to be accomplished during the seminar. Reach out to the Region Director to make sure they know they are to conduct the installation. National has information that will help with this process. We had to adjust the schedule accordingly. Did not print schedules for each meal. No one seemed to miss them.

Appendix A – Seminar Organization Chart or List of Team Leads and Team Members



Appendix B – Letters and Forms

Appendix C – Scripts used by Chair for lunches and banquet

Gone Stitchin” Program

Thursday June 8, 2017 noon

Welcome to Seminar 2017

Tami Cowen

Buenas Dias! I am Tami Cowen and I am so honored to be the chair of this year’s Seminar. I am so happy to see so many smiling faces. What a joy it is to gather again this year to share our love of needlework. The Tip of Texas Chapter which is located in Deep South Texas along the border with Mexico is excited to be your hostesses this week. This is our first time to be sponsoring a seminar by ourselves and in a location so far away from our chapter. We have lots of fun things planned for you over the next few days!

Pledge of Allegiance

In this somewhat troubled times, I think it is important to remember that we are all blessed to be citizens of the great nation of the United States of America. To that end, I ask you all to stand and join me in reciting the Pledge of Allegiance.

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Now please enjoy your lunch and we’ll continue the program in a few minutes.

Luncheon Service

*Introduction of Trecia Munal
Tip of Texas Chapter President*

Tami Cowen

It gives me great pleasure to introduce the President of Tip of Texas Chapter and my dear sister and friend, Trecia Munal. Trecia?

Trecia gives a short welcome and introduces Linda Walker

*Introduction of Linda Walker
SCR Region Director*

Trecia Munal

Linda gives a short welcome and introduces the SCR Executive Committee

At this time, I'd like for us to take a moment to remember the SCR members we've lost this year.

Recognition of First Timers, Long Timers, MALS, other region members

Linda asks each group to stand and asks for applause.

*Introduction of Leslie Gagliardi by Linda Walker
EGA President*

Remarks

Leslie Gagliardi

Leslie makes brief remarks.

Linda thanks Leslie

Thank you Linda

Tami Cowen

Recognition of Faculty

I would now like to recognize our outstanding faculty members. When I call your name, please stand and remain standing. Please hold your applause until all names are called.

Terry Bay

Margaret Bendig

Toni Gerdes

Deanna Powell

Jeanette Rees

Michele Roberts

Gail Sirna

Catherine C. Theron

Deborah Gale Tirico

John Waddell

Thank you ladies and gentlemen for sharing your knowledge and artistry with us. You are truly inspirational and we appreciate having you here in Houston this year!

Additional Recognition

Tami Cowen

It gives me great pleasure to recognize several individuals who have worked tirelessly to assure the success of the 2017 Seminar. Though this is not all who have worked on the

seminar from our chapter, this is the Executive Committee. We have been working as a group on this seminar since November 2014. Please stand when I call your name. Please hold your applause until all names are called.

Special recognition and thanks to:

Joyce Boothe

Elaine Bricker

Diane Busse

Mary Carey

Trudy Garza

Melinda George

Sandra Hargis

Geralyn Kirkpatrick

Trecia Munal

Lea Peacock

Amy Tipton

Marilyn White

And a special thanks to Cindy Hambrick who designed our beaded name tag.

Thank you ladies for your leadership and hard work to make this seminar a reality.

Announcements

Tami Cowen

(make housekeeping announcements here)

Tonight we will have teacher showcase starting at 5:30 pm. Then you can enjoy some time visit the local shopping available in the Sugarland Town Square and enjoy a wonderful meal with your stitching friends!

I want to give a special thanks to our very own Mary Carey who made the cute coasters we received as favors today. Aren't they adorable? This certainly represents a lot of sewing. Thanks so much, Mary!

Door Prize Drawings

Jewett Powers

Who's ready to win a door prize? We decided to try something different for door prizes. See the little suit cases? Everyone has been registered to win!

I am happy to introduce, Jewett Powers who has organized all these wonderful prizes.

Jewett conducts the door prize drawings!

Thank you everyone! Now let's get back to our classes! Have a wonderful afternoon stitching!

Friday June 9, 2017

noon

Welcome

Tami Cowen

Hello, everybody! Is everyone enjoying their classes? I certainly am!

Let us eat and we will be back shortly!

Luncheon Service

Introduction of SCR Board

Tami Cowen

Linda Walker introduced everyone to the SCR board yesterday, but I would like to offer another round of applause for our SCR officers and committee chairs. Will the SCR board please stand?

Thank you so much for your service to SCR. I encourage each of you to consider serving on the SCR Executive Committee. Without our volunteers, our Region would not be able to operate. Please say "yes!" the next time someone asks for your talent to help lead our organization.

I now would like Joyce Boothe to stand and I will recognize our Seminar Angels for Joyce. Please stand as I call your name.

Recognition of the Angels

Tami Cowen

Gretchen Bennett

Elaine Bricker

Jamie Cerda

Melinda George

Kelley Kidd

Nana Kimbell

Bobby Lewis

Susan Lewis

Rose Padilla

Jewett Powers

Judi Prukop

Karen Ray

Carolyn Schwartz

Elaine Sellhorn

Linda Tomelloso

Thank you Joyce for recruiting and organizing this crucial group of Seminar volunteers. Thank you Angels for agreeing to serve in this important role.

Additional Recognition

Tami Cowen

At this time, I would like to recognize everyone who personally served or has had a family member serving in our Armed Forces. Please stand so we may thank you for your service to our country! (applause)

Announcements

Tami Cowen

We are looking forward to hosting everyone at tonight's banquet! The cash bar opens at 5:30 pm. Dinner will begin at 6:30 pm.

Don't forget to purchase your Opportunity Knocks chance tickets before it closes this afternoon at 5 o'clock. You can't win if you don't buy a ticket.

I would like to thank Marilyn White and Trudy Garza for the cute thread ball holders we received today as our lunch favors. Thank you Marilyn and Trudy!

If you have misplaced something please check in at Lost and Found at the registration desk.

Registration is still open for next year's seminar in Dallas Texas. Please go by and view their course offerings.

Do we have any other announcements?

Now who's ready for more door prizes? Let's see what the next set of luggage has to offer a lucky winner! Come on Up Jewett!

Door Prize Drawings

Jewett Powers

Jewett conducts the door prize drawings

Congratulations to all the winners! Only one problem – I did not hear my name called! Can we fix that for tonight Jewett?

Thanks to you all for being here. I hope you enjoy your afternoon and look forward to seeing you tonight. Now let's go stitchin'!

Friday June 9, 2017

6:30 PM

Welcome

Tami Cowen

Buenas Noches! What a great couple of days we have had so far – am I right?

We have more fun in store for this evening, but first I'd like to ask my dear friend Carolyn Schwartz from the Tip of Texas Chapter to give our invocation. Carolyn?

Invocation

Carolyn Schwartz

Thank you so much Carolyn!

Please enjoy your dinner and we will proceed with the program in a little while.

Dinner Service

Introduction of 2017 Committee Seminar Chairs

Tami Cowen

I hope everyone has enjoyed dinner! Please continue with your dessert as we get this program started!

First off, I'd like to introduce my terrific 2017 Seminar committee – They are the ones who have really done the work you know!

As I call your name, please stand and remain standing until all members have been announced.

Trecia Munal Vice Chair, First Timers meeting, and Region Day

Geralyn Kirkpatrick Treasurer

Sandra Hargis Treasurer

Lea Peacock Dean of Faculty and Teacher Showcase

Marilyn White Registrar

Amy Tipton Hotel Liaison

Trudy Garza Hospitality Chair, Name tag, door prizes, favors, table decorations, and creative designer for the seminar

Mary Carey Asst. Hospitality Chair

Diane Busse Merchandise Night, Sponsors, and Mini Class designer and Teacher

Joyce Boothe Angels and Mini Class designer and teacher

Elaine Bricker Brochure website coordination

Melinda George Notebook

Linda Tomelloso Favors and Mini class designer and teacher

Kathy Marrow Opportunity Knocks

Karen Ray Opportunity Knocks

Judy Prukop Mini Class Designer and Teacher

Jewett Powers Mini Class Teacher and door prizes

Cindy Hambrick Beaded Name Tag Designer

Please help me thank these wonderful women for all their hard work to make the 2017 Seminar a success! (Applause)

Upcoming and Former Seminar Chairs Tami Cowen

I now would like to recognize the chairs of the upcoming Seminars. Please stand as I call your name and remain standing.

2018 – Karen Dittmar Guildy Treasures in Dallas

2019 – Donna Hagaman Explore the Arts in Rodgers, Arkansas

Please give these women a round of applause in recognition of the work they have done and will be doing to make our future Seminars fun and successful. (Applause)

I know there are a lot of former Seminar Chairs with us this evening. Would you all please stand so we can recognize your hard work to bring Seminars to all of us? (Applause)

I also want to give special recognition and thanks to our Seminar Mentor who over the past few years has developed several tools for the seminars to use, leads the monthly seminar calls, and will soon be our next SCR Chair, Shawn Miller.

Please give her a round of applause to thank her for her leadership and extra effort in achieving the best seminar preparation kit known in EGA. (Applause)

*Recognition of a special group of Tip of Texas
Chapter Members*

Tami Cowen

There is a special group of people I would like to recognize now!

Would all the members of the Tip of Texas Chapter please stand?

Thank you for all of your wonderful support and friendship, not just over the past several years as we've prepared for Seminar, but for the 24 years of our club being a member of the EGA. When we started on this seminar journey our Number one goal was for us to become closer and remain stitching friends. I am happy to say along with my group a resounding "YES" we have accomplished that! (Applause)

Sponsor Recognition

Tami Cowen

The members of the Tip of Texas Chapter would like to acknowledge the support of the following Seminar Sponsors. An advertisement for each of these can be found in the Seminar Handbook. Please consider contacting one of our sponsors for your stitching needs, and let them know you participated in the 2017 Seminar in Sugar Land.

Our heartfelt thanks goes out to:

Our Gold Level sponsors:

Blue Bonnet Studio Mary Alice Sinton

Nedlewerkes Lois McMaster

And Our Copper Level sponsors:

Judy's Stitchery Judy Brady

Just Bead It Romie Arellano

We truly appreciate the participation by these sponsors and thank them for their support of Seminar 2017 Gone Stitchin!

Induction of SCR Executive Committee

Tami Cowen

At this time I would like to call on Leslie Gagliardi and Linda Walker to conduct the next part of our program.

Installation of Officers

Thank you for agreeing to take on the task of representing SCR Region for us! We look forward to working with you.

Thank you Leslie and Linda for installing our new officers.

Favor Thank you

Tami Cowen

I would like to thank Trudy Garza for working with us to produce the favors for tonight. We hope you will use this in your stitching endeavors.

There is a special group of people who we have been taking care of us all week! Let us show our appreciation for the wonderful staff at the Marriott Sugar Land Town Square with a rousing round of applause!

2018 Registration

Tami Cowen

Don't forget to turn in your registration for the 2018 Seminar by 11:30 tomorrow morning. How many of you have registered? (Show of hands). That is great! Remember this is our seminar and we like to think the best in EGA.

The Dallas Needlework and Textile Guild Guilty Treasures Committee is most anxious for you to get your first choice of class. The best way to do that is to register while you are here!

Available Seminar Items

If you are interested in purchasing 2017 Seminar items they are available at the registration desk. Please note that quantities are limited.

Heart and Hand Award

Carol Parker

Now I would like to introduce the SCR board member, Carol Parker who will present the 2016 Heart and Hand Award.

Winner is announced!

Congratulations, _____, on your award! And congratulations to all of the nominees as well. The Heart and Hand Award is a lovely way to be recognized by your chapter for your contributions. Thank you Carol for spearheading this recognition program for our region.

Seminar Opportunity Knocks

Kathy Marrow

I know most of you have been sitting on pins and needles for the next part of our program, the highly coveted opportunity knocks baskets. Kathy Marrow it is your turn to make some one's evening!

Kathy conducts the opportunity knocks drawings.

Thank you Kathy, and congratulation to all of the luck winners.

SCR Opportunity Knocks

Paula Millollon

We have another special drawing to do tonight and that is the all expense paid trip to Seminar 2018 Guildy Treasurers, courtesy of the South Central Region. Paula Millollon, Are you ready to make some one very happy?

Congratulations, we will see you in Dallas in 2017! Thank you, Paula for managing this project every year!

Door Prize Drawing

Jewett Powers

Lastly we have our Door Prize drawing for this evening. Jewett you are on!!!

Thank you Jewett!

That concludes our program for this evening. I hope everyone has a restful evening. See you bright and early tomorrow for our final day of classes. Good Night!

Saturday June 10, 2017

11:45 am

Introduction

Hi, everyone. Can you believe that it's Saturday already? This week has really flown by. I guess that's what happens when you're having a blast!

Enjoy your lunch and we'll be back in a little while with the program.

Luncheon Service

Remarks from New President

Tami Cowen

I would like to call on our new SCR Region Director, Shawn Miller for a few words.

Introduction of 2018 Seminar Chair

Tami Cowen

It is my great pleasure to introduce Karen Dittmar, chair of Seminar 2018 Guildy Pleasures, hosted by the Dallas Needleworks and Textile Guild.

It's all yours Karen!

Invitation to the 2018 Seminar

Karen Dittmar

Thank you Karen and your Seminar committee. It certainly sounds like we're going to have a muy bueno tiempo next year with our Guildy Treasures!

The 2018 committee will be available in the lobby until 4:30 pm this afternoon to accept your registration.

There is one individual who has been instrumental in making this Seminar run as smoothly as it has. Even though she mainly works behind the scenes to keep things on track, the results of her efforts are visible to us all in the way things magically happen.

Please join me in thanking our talented Amanda Garcia-Slater, for all her efforts to make sure none of the rest of us had to worry about anything. Thank you Amanda for your direction and assistance in the making this seminar a reality! (Applause)

How many Chapter Presidents do we have out there? Will you please stand so that we can show our appreciation for your willingness to provide leadership for your Chapter. (Applause)

General Announcements if any

I think we still have some door prizes to give away. Jewett are you ready for our last drawings?

Door Prize drawings

Jewett Powers

Thank you Jewett and congratulations to all you winners!

Let's give Jewett a hand for a wonderful job with the door prizes! (Applause)

Farewell and Thank you!

Tami Cowen

Thank you so much for coming to Seminar 2017! It has been great having everyone here. I hope to see many of you in Asheville North Carolina for the National Seminar in August and at Dallas next June for Seminar 2018. Until then, stay safe while traveling home, and keep on stitching!

Appendix D – Contracts (Faculty, mini-classes, hotel, etc.)

Gone Stitchin'
SCR Seminar 2017
Sugar Land, Texas

Faculty

Terry Bay

30 Foxmoor Court Simpsonville, SC 29680

Margaret Bendig

11984 Red Hill Avenue Santa Ana, CA 92706

Toni Gerdes

29781 County Road 353 Buena Vista, CO 81211

Deanna Powell

702 Endicott Road Melbourne, FL 32940

Jeanette Rees

246 Serenity Point Road Murphy, NC 28906

Michele Roberts

P.O. Box 271611 Houston, TX 77277

Gail Sirna

5823 Wellwood Drive Rochester, MI 48306

Deborah Tirico

144 Barry's Road White Haven, PA 18661

Catherin Theron

145 Club Terrace Lebanon PA 17042

John Waddell

1705 Nantucket Houston, TX 77051

**SCR Seminar 2017
Gone Stitchin'
June 7-10, 2017**



The Tip of Texas Chapter of EGA is pleased to host the South Central Region 2017 Seminar "Gone Stitchin" June 7-10, 2017. Please accept this letter is an invitation to submit proposals for SCR Seminar 2017.

The seminar will be held at the Marriott Sugar Land Square, Sugar Land, Texas. We hope to offer a variety of 1, 2 and 3 day classes in several techniques and proficiency levels. The classes will be held on Thursday, Friday, and Saturday.

Teacher compensation will include:

\$375 per day teaching fee

Economy round trip airfare, parking at airport and transportation to and from airport, **or** current 2017 IRS mileage for traveling by automobile from home to (location)

Hotel accommodations – choice of room options are:

Private room for four nights – Wednesday through Saturday

Room with another teacher and we will pay for five nights (Tuesday through Saturday or Wednesday through Sunday)

Room with someone, other than another teacher, who is attending Seminar 2017, and we will pay your share for 5 nights (Tuesday through Saturday or Wednesday through Sunday).

Meals which will be provided during the period of the contract are

Three lunches on Seminar class days and one Seminar banquet

A per diem of \$65 per day up to five (5) days

We look forward to receiving your proposal(s). Please reply to this email indicating your plan to participate. **Submit proposal(s) with picture or sketch electronically or by postal service, whichever is convenient for you, no later than January 15, 2016.** As requested by EGA the Universal Proposal Form is attached.

Yours in stitching,

Lea A. Peacock
Dean of Faculty 2017

P.O. Box 530098
Harlingen, TX 78553
Telephone: 956 367 1766
Email: deanoffaculty@scr2017seminar.org

Enclosures: Proposal Submission Guidelines 2017
 Proposal Item Submission Sheet SCR Seminar 2017
 ICNA Universal Proposal Cover Sheet
 List of Important Dates
 Sample Teaching Contract

EGA SOUTH CENTRAL REGION SEMINAR 2017

CONTRACT FOR TEACHING SERVICES

This Contract is made and entered into by and between The Embroiderers' Guild of America (EGA) South Central Region Seminar 2017, (hereafter referred to as Seminar) and _____ (hereafter referred to as Teacher) and collectively hereafter referred to as The Parties.

In consideration of the mutual covenants and agreements of The Parties hereafter set forth, The Parties agree as follows:

I. CLASSES - REQUIREMENTS AND AGREEMENTS

Teacher agrees to teach the following classes at Seminar to be held Thursday, June 8 through Saturday, June 10, 2017, at the Marriott Sugar Land Town Square, 16090 City Walk, Sugar Land, TX 77479

Class Days of Week:

Class Title:

Class Length:

Class Day of Week:

Class Title:

Class Length:

B. Maximum class size shall be 24 students for a single teacher per class and 48 students for two teachers per class unless Teacher initials an increase/decrease in class size below.

_____ **Teacher's initials** _____ **(number)** maximum number of students

Registration for SCR Seminar 2017 will be divided into Priority Registration and General Registration. Priority Registration will begin June 15, 2016 and continues through July 15, 2016. All registrations after Priority Registration closes are considered General Registrations. General Registration will continue until April 1, 2017.

South Central Region, EGA, historically receives 95% of its registrations during Priority Registration. Priority Registration class numbers will be provided to Teacher on September 30, 2016.

If by November 30, 2016 the number of students enrolled for any contracted course to be taught by Teacher has not met the minimum class size, the SCR Seminar Committee, at its sole discretion, may cancel this Contract for Teaching Services or portions thereof, without liability to Seminar and/or Teacher. In the event of cancellation, SCR Seminar 2017 shall not be responsible for any expenses, including but not limited to, preparation costs, teaching fee, and/or travel expenses.

Teacher shall be notified of cancellation by telephone or e-mail and a written cancellation confirmation notice shall be postmarked to Teacher no later than December 15, 2016.

- C. If within 30 days of Seminar or during Seminar, the Teacher is unable to fulfill the contractual agreement due to illness, death or other extreme emergency, the Seminar committee retains the right to either cancel the class or to have the class taught during Seminar week, provided a qualified Teacher in the technique is available.

In the case of the class being taught by a substitute teacher, Teacher will have the right to recommend that teacher. In the case of a sudden emergency while on-site causing Teacher to not be able to teach, reasonable lodging expenses will be paid by Seminar until Teacher is able to resume her/his duties or until the end of Seminar, whichever comes first.

- D. Teacher shall not teach any contracted class project within EGA South Central Region 90 days before or after Seminar. SCR consists of the states of Texas, Louisiana, Oklahoma, and Arkansas, as well as a small portion of Mississippi.
- E. The Teacher represents and warrants to EGA (The Embroiderers' Guild of America), with respect to all materials submitted and materials to be distributed to students for the class identified above, either that:
 - a. The material is the Teacher's original creation and does not infringe upon copyright of any other person, OR
 - b. For any material not the Teacher's original creation, the Teacher has disclosed to EGA in the teacher proposal, through written credits, the source and author of any preexisting work contained in materials, and the Teacher must procure and grant to EGA a no-cost license to use and distribute the pre-existing work within materials submitted, except for pre-existing materials in the public domain.
- F. Teacher shall indemnify and hold EGA, its regions, its chapters, its members and each of their officers, employees, and agents harmless from any and all actual damages, lost profits, statutory damages, and attorneys' fees and costs incurred by EGA, or any other person or entity covered by this indemnity, as a result of the Teacher's breach of this representation and warranty in paragraph I.E. above.

- G. Teacher agrees to abide by the following EGA Policy: All sales at regional seminars, except boutique/bookstore and EGA merchandise, shall take place on Merchandise Night. No Teacher or Seminar participant may sell items from his/her room or a classroom. _____ **Teacher's initials.**
- H. Teacher gives Seminar permission to publicize class on EGA websites through photograph, class description, and/or Teacher resume. _____ **Teacher's initials**

II. SUBMISSION AGREEMENTS

- A. Teacher agrees to return three signed copies of this contract by mail to Lea A. Peacock, Dean of Faculty, postmarked no later than March 13, 2016.

- B. Teacher agrees to submit the following information by email to Lea A. Peacock, Dean of Faculty, no later than April 17, 2016
 - a. An accurate class description for Seminar's website, approximately 150 words in length, written to sell the class. Include exact title, level of proficiency, technique, size (if a set-piece), fabric type and/or count, threads/yarn, note if advance pre-work is required (including approximate number of hours), and/or prerequisites, if any.

 - b. A personal resume of approximately 50 words to be used by Seminar on the Seminar website and for publicity.

 - c. A high-resolution color photograph, preferably digital (JPEG) of the piece(s) to be taught, minimum resolution 300 dpi, suitable for publication on the web. Please send photos of pieces to be taught via email attachment if at all possible to both the Dean of Faculty, Lea A. Peacock (deanoffaculty@scr2017seminar.org) and to the Webmaster, webmaster@scr2017seminar.org. Remit no later than April 17, 2016. If using US Postal Service, please send to Dean of Faculty and postmark no later than April 30, 2016.

 - d. If a kit is to be furnished, Teacher shall provide the final kit cost for publication in the website. The kit shall contain high quality materials and the kit cost shall not exceed the retail cost of materials plus shipping.
 - i. If the supplies the student is required to bring to class exceeds \$10.00, a list containing each item and its approximate cost shall be submitted to Seminar for publication on the Seminar website.

e. Classroom Equipment:

- ii. Seminar will provide regular classroom equipment: teacher table, blackboard, dry erase board (please note if you are allergic to dry erase pens), or flip chart, markers, trashcan.
- iii. Teacher should submit a list of any additional or special classroom equipment not listed above and the days and times the equipment shall be used in the classroom (e.g., Friday, 1:00-2:00 p.m.).
- iv. Teacher understands there may be an established rotation schedule for special equipment usage; students may be charged an equipment fee in classes where the Teacher requires the use of special equipment for several days.
- v. Teacher shall be notified as soon as possible if unusual equipment is unavailable.

C. Teacher agrees to submit the following to Lea A. Peacock, Dean of Faculty by May 25, 2016:

- i. The finished set-piece, completed notebook, or visual representation of the class (poster or display), to be transported to Dallas for display at SCR Seminar 2016 in Dallas, TX; dates for SCR Seminar 2016 are June 15-18, 2016; pieces shall be displayed under secure conditions during Seminar 2016 at a time and location to be determined.
- ii. In the case of Teachers attending Seminar 2016 in Dallas, class pieces may be hand-carried to Seminar 2016, by pre-arrangement with Lea A. Peacock.
- iii. Framed pieces shall not be under glass; the piece(s) shall be wrapped adequately to protect from impact and water damage during shipping; piece(s) shall be packed so they may be unpacked and re-packaged easily; do not use Styrofoam peanuts; be sure to indicate the top of the piece(s).
- iv. Seminar shall package the piece(s) securely for return by postmark on or before June 27, 2016. Teachers attending Seminar 2016 in Dallas will be required to pick up class pieces on Saturday, June 18, 2016.

D. A list of names and addresses of students registered for the class shall be supplied to Teacher by Seminar via email on or before April 10, 2017. Teacher shall submit by email on or before April 20, 2017 to Lea A. Peacock, Dean of Faculty, a copy of the letter Teacher plans to send to each student, including the supplies the student shall bring to class. Teacher shall not send anything in student correspondence that could be construed as commercial material.

E. Teacher agrees to send a letter (as described above) and any pre-work, if applicable, to each student enrolled on or before May 1, 2017. If student letter is sent via email, the Teacher shall request a receipt confirmation from the student. If confirmation is not received in a reasonable time, the Teacher shall mail a letter via the postal service.

F. Additional students, up to the class maximum, may register until May 15, 2017, with the advance approval of Teacher by email or letter.

G. Shipping kits: If desired, Teacher can ship kits, at their cost, to Dean of Faculty with a postmark date on or before June 1, 2017. Boxes shall be of manageable size.

- H. Kit fees, including those for optional materials supplied by the Teacher, shall be collected from students by Seminar after registration and confirmation of class.
- I. The Teacher shall be reimbursed for kit fees during Seminar upon completion of the Faculty Expense Form to be submitted during Seminar.

In case of student cancellation, Teacher wishes the kit to be handled according to the option as initialed below:

- a. Option a*: _____ **Teacher's initials:** Kit goes to student and Teacher is paid for it at the close of Seminar.
- b. Option b. _____ **Teacher's initials:** Kit is returned to Teacher and amount is deducted from kit cost reimbursement at Seminar.

NOTE*: For a class requiring pre-class work using materials included in the kit, the kit shall be released to the student. Complete kit and instructions shall be due to the student. Teacher requiring such pre-class work will therefore need to check the first option, Option a.

- J. Copy of Written Material and/or Instructions for the class(es) emailed or postmarked on or before May 1, 2017 to Lea A. Peacock, Dean of Faculty. Teacher agrees to submit to Dean of Faculty no earlier than 45 days prior to seminar a copy of the written material and/or instructions each student will be given in class, outlining all techniques needed for completion after class. Instructions shall include a list of reference materials and/or a bibliography. This copy shall be held in the event of teacher illness/emergency and shall be returned following seminar.

III. FEES AND EXPENSE REIMBURSEMENT

A. Teaching Fees:

1. Seminar shall pay Teacher a daily teaching fee of \$375.00 for six (6) hours of teaching per day; teaching days are Thursday, June 8, Friday, June 9, and Saturday, June 10; teaching hours each day will be 8:30 a.m. – 11:30 a.m. and 1:30 p.m. - 4:30 p.m. A teaching fee shall not be paid for day(s) not in the classroom.
2. All payments shall be made in the form of a check payable to Teacher accompanied by an EGA Payment Reporting Form (1099-MISC).
3. Teacher agrees to supply his/her social security number or EIN to EGA National Headquarters.
4. Seminar shall reimburse Teacher for all fees at Seminar.
5. If a Seminar Teacher is unable to teach, the substitute teacher shall be compensated at 75% of the teaching fee and the contracted teacher shall be compensated at 25% of the teaching fee.
6. Teacher shall provide Seminar with an itemized invoice for kit fees when kits are sent to the Dean of Faculty. Seminar shall

reimburse Teacher for kit fees at Seminar.

B. Travel:

1. Seminar shall reimburse Teacher for air travel expenses when the home address is more than 200 miles one-way from Houston, Texas. The amount of reimbursement shall be the round trip least expensive, coach airfare between Teacher's home airport and Houston, TX. Teacher shall be reimbursed for airfare at Seminar.
2. For teachers whose home address is less than 200 miles one-way from Houston, Texas, Seminar shall reimburse Teacher for travel expenses incurred for automobile travel at the 2017 standard mileage rate set by the IRS for round trip distance between Teacher's home address and Houston, Texas.
3. For teachers who live more than 200 miles one-way from Houston, Texas, automobile travel will be reimbursed at the 2017 standard mileage rate set by the IRS up to the amount of round trip least expensive coach airfare between the teacher's home airport and Houston, Texas.
4. The fastest route on Google Maps will be used to determine the distance for any mileage reimbursement. Reimbursement for automobile travel will be paid at Seminar.
5. For a Teacher on tour (teaching in multiple venues without returning home), Seminar's share of the total travel expense shall be pro-rated per teaching day, not to exceed the from-home-to-Houston, Texas, least expensive coach round trip airfare rate. Teacher shall notify Seminar by email or postmark on or before May 1, 2017 of all teaching engagements, including the name of the organization and the dates of engagements, in order for Seminar to confirm shared travel expenses.
6. Travel plans, with flight numbers, times of arrival and departure, and known expenses shall be emailed to the Dean of Faculty no later than May 20, 2017.
7. Teachers shall plan to arrive at the Marriott Sugar Land Town Square on Wednesday, June 7, 2017 no later than 4:00 p.m. unless prior arrangement has been made with Lea A. Peacock, Dean of Faculty.
8. Teacher will receive \$65.00 per diem for up to five (5) days. This per diem shall be used to cover incidental travel expenses such as baggage handling and fees, other tips, and meals not provided by Seminar. No receipt will be required.
9. Meals: Seminar shall provide Teacher with three (3) lunches and one (1) banquet.
10. Seminar shall provide accommodations at the Marriott Sugar Land Town Square, Sugar Land, Texas for a maximum of four (4) nights while Teacher is a Teacher at Seminar, unless option b is chosen below. The Teacher shall have a choice of accommodations. If the teacher chooses to share a room with another contracted teacher, she/he may add an additional night to be paid by Seminar at one-half the room rate, either one day before or one day after Seminar. Such accommodations shall be invoiced to the Seminar's master hotel account.

Please initial choice:

Option A: I prefer a single room at Seminar. **Teacher's initials** _____

Option B: I prefer to share a room at Seminar. **Teacher's initials** _____

a. If Option B is selected, choose either option i. or ii. below:

i. I would like to add Tuesday, June 6, 2017. **Teacher's initials** _____

ii. I would like to add Sunday, June 11, 2017. **Teacher's initials** _____

11. A list of faculty members shall be sent as soon as the Seminar Contracts are completed so that if Teacher chooses to share a room, they may make own roommate arrangements. Teacher shall notify Dean of Faculty of roommate choice by email or postmark on or before March 31, 2017.
12. Personal incidental expenses shall be the responsibility of the Teacher.
13. Seminar registration fee is waived for Teacher for the period of contracted class instruction. Should Teacher wish to participate in any optional Seminar activities, applicable fees shall be paid by Teacher on or before May 1, 2017. Payment shall accompany Seminar registration form from Seminar's website and shall be sent to the Seminar Registrar.

IV. CLOSING RECITALS

A. By signing this contract, Teacher certifies the following:

1. Teacher will abide by EGA policy stating that no Teacher or Seminar participant may sell items from his/her room or a classroom; all sales at Seminar except bookstore and boutique sales shall take place on Merchandise Night; teachers who wish to sell items during Seminar must purchase a table at Merchandise Night.
2. Teacher gives Seminar permission to publicize class on EGA web sites through photograph, class description, and/or Teacher resume.

B. Teacher indemnifies and holds harmless EGA, SCR and Seminar for any loss, cost, damage, or expense that may be incurred for any and all of the following:

- a. Cancellation of all or part of Seminar, regardless of the cause of such cancellation.
- b. Cancellation of all or part of a Teacher's class as set forth in this contract.
- c. Loss of Teacher property that was mailed or otherwise delivered to Seminar, the Dean of Faculty, or the Seminar hotel, due

to fire, theft, or damage of any kind.

- d. Injury or alleged injury of any kind to any person resulting in any way from the execution of this contract by Teacher.
 - e. Failure of Seminar hotel to provide to Seminar or Teacher any items not covered by this contract.
- C. Teacher understands and agrees that failure to comply with this Contract and its requirements and deadlines may result in cancellation of this Contract for Teaching Services.
- D. Teacher shall execute and return three (3) copies of this Contract for Teaching Services to Lea A. Peacock, Dean of Faculty, at the address hereinafter listed by March 13, 2016. All three copies will be signed by all the parties listed below, and a completely signed copy will be returned to teacher.
- E. This Contract for Teaching Services represents the entire agreement between The Parties and any other agreements or contracts between The Parties, whether written or oral, shall be null and void.
- F. If any dispute arises between The Parties regarding the terms and conditions of this Contract for Teaching Services, such disputes shall be governed by the laws of the State of Texas.

Signatures:

Teacher

Date Signed

OR

Business Name

By

Date Signed

PLEASE PRINT

Name _____

Address _____

City, State, Zip Code _____

Telephone (incl. Area Code) _____

Email _____

Fax No. _____

Asst RD

SCR Assistant Region Director

Date Signed

Lea A. Peacock

Dean of Faculty

Date Signed

Lea A. Peacock, Dean of Faculty

Address: P.O. Box 530098 Harlingen, TX 78553

Phone: Cell: 956 367 1766

E-mail: faculty@scr2017seminar.org

NETA AD

The Tip of Texas Chapter of EGA is pleased to host the South Central Region 2017 Seminar "Gone Stitchin" June 7-10, 2017. The seminar will be held at the Marriott Sugar Land Square, Sugar Land, Texas. We hope to offer a variety of 1, 2 and 3 day classes in several techniques and proficiency levels. The classes will be held on Thursday, Friday, and Saturday.

Teacher compensation will include:

\$375 per day teaching fee

Economy round trip airfare, parking at airport and transportation to and from airport, or current 2017 IRS mileage for traveling by automobile from home to (location)

Hotel accommodations – choice of room options are:

Private room for four nights – Wednesday through Saturday

Room with another teacher and we will pay for five nights (Tuesday through Saturday or Wednesday through Sunday)

Room with someone, other than another teacher, who is attending Seminar 2017, and we will pay your share for 5 nights (Tuesday through Saturday or Wednesday through Sunday).

Meals which will be provided during the period of the contract include:

Three lunches on Seminar class days and one Seminar banquet

A per diem of \$65 per day up to five (5) days

We look forward to receiving your proposal(s). Submit proposal(s) with picture or sketch electronically or by postal service, whichever is convenient for you, no later than January 15, 2016. Please contact Lea A. Peacock at deanoffaculty@scr2017seminar.org for additional information.

Letter of Regret to Teachers

Carol Lynn Stratton
1670 Steese Road
Uniontown, OH 44685

Dear Carol Lynn,

The selection committee for the EGA South Central Region Seminar 2017 has met and deliberated over the selection of our faculty. After carefully reading and considering all proposals, we are sorry that your proposal was not among our class selections.

Teachers often wonder when their proposals come back why they were not chosen. We were impressed by the professional presentations received, most often, it was a choice between several proposals in a given category and our only being able to select one.

Thanks you so much for the time and effort you spent in preparing your proposal. Without that effort the selection process would not have been as challenging as it was for us.

Sincerely,

Lea A. Peacock
Dean of Faculty

List of Important Dates
SCR Seminar 20167
Gone Stitchin'
June 7-10, 2017
Sugar Land, TX

2015	
May-July	Create database of potential faculty.
	Finalize logo.
	Send ads (RFPs) to Needle Arts, Apprize, SCR Regional Review, EGA e-newsletter, 2014 National Seminar handbook.
	Send Save the Date emails to potential faculty.
	RFPs appear in SCR Regional Review and EGA e-newsletter..
	Faculty proposal information placed on GDC EGA Website.
	Proposal request sent to potential teachers.
October	RFP ad appears in 2016 National Seminar handbook.
December	RFP ad appears in Needle Arts.
2016	
January 15	Last postmark date for out-of-country proposals to be sent to Dean of Faculty.
January 15	Last postmark date for U.S. proposals to be sent to Dean of Faculty.
January 20	List of submissions sent to Region Director (to forward to EGA Director of Education for review).
February 1	List approval received from EGA Director of Education.
February 6, 7	Faculty selection period.
February 22	Proposals returned with notification of class status (acceptance/rejection letters). Contracts emailed to teachers for signature.

March 14	Last postmark date for three signed copies of contract to be sent/mailed to Dean of Faculty. Teachers also email/mail final class description, resume, kit cost and list of contents, list of student supplied materials if >\$10, list of classroom equipment, book list for bookstore, supplies list for boutique.
March 31	Copy of signed contract and list of teachers sent to each teacher.
April 17	Last postmark date for items detailed in Section II, Item B. of Teacher Contract to be emailed to Dean of Faculty for online brochure creation.
April 30	Deadline to provide photos and copy for online brochure to webmaster.
May 16	Online brochure complete.
May 31	Email teachers link to online brochure.
May 31	Last postmark date for projects to be sent to Dean of Faculty for display at SCR Seminar 2016.
June 15	
June 15-18	Projects are on display at SCR Seminar 2016 Dallas
June 18	Projects returned to teachers attending SCR Seminar 2016.
June 30	Last postmark date for Dean of Faculty to ship remaining projects to teachers not attending SCR Seminar 2016.
July 15	Priority Registration Ends. General Registration begins.
November 30	Committee to determine, which, if any, classes need to be cancelled due to not meeting minimum number of registrants.
December 15, 16	Notify appropriate teachers of cancelled classes, if any.

2017	
February 15	Last postmark date for Dean of Faculty to send confirmation letters and teacher packet to teachers. Teacher packet includes hotel registration information, mailing labels for kits (to be sent to Dean of Faculty, if desired), and transportation form (all forms to be sent to Dean of Faculty).
March 31	Last postmark date for teachers to notify Dean of Faculty of roommate choice, if desired.
April 10	Last postmark date for class rolls (student names/addresses) to be emailed to teachers.
April 20	Last postmark date to send student welcome letter to Dean of Faculty.
May 1	<p>Last postmark date for teacher to send student welcome letter and pre-work to students.</p> <p>Teacher sends one copy of class instructions to Dean of Faculty.</p> <p>Last postmark date for teacher to send Seminar Registration Form, payment for additional seminar activities, and Emergency Contact Information Form to Registrar.</p> <p>Dean of Faculty notifies teachers of accommodations.</p>
May 15	<p>Last date additional students can register with advance approval of teacher.</p> <p>Registration closes for all students and those teachers wanting to participate in optional seminar activities.</p>
May 20	Last postmark date for teacher to send Dean of Faculty transportation form including flight numbers, times of arrival and departure, and known expenses. Touring teachers notify Dean of Faculty of teaching engagements contiguous to Seminar dates to determine prorated travel expense.
June 1	Last postmark date for kits sent by teachers to Dean of Faculty, if desired. Teacher notifies Dean by separate mail that the kits have been shipped.
June 7	Teachers arrive at SCR Seminar 2016. Dean of Faculty contacts teachers at hotel.

June 7	Angels/Teacher Meeting and Teacher's Showcase Event.
June 8	Seminar classes begin.
June 9	Last date for teacher to provide Treasurer itemized invoice for Faculty Expenses.
June 10	Teacher receives payment after receipt of invoice for Faculty Expenses.
June 10	Seminar classes end.
June 10	Teachers leave.

**SCR Seminar 2017
Gone Stitchin'
June 7-10, 2017**



Notice of Contract Cancellation

November 11, 2016

Kay Stanis
208 River Drive
Appleton, WI 54915

Dear Kay,

As per our contract this letter is to serve as official notice that the contract between The Embroiderers' Guild of America South Central Region Seminar 2017 and yourself has been cancelled.

We thank you for submitting to South Central Region Seminar 2017 and regret the necessity of cancelling our contract.

Yours in stitching,

Lea A. Peacock
Dean of Faculty



February 11, 2016

Congratulations!

We are very pleased to inform you that you have been selected for the faculty of the EGA South Central Region Seminar 2017 "Gone Stitchin'" held in Sugar Land, Texas.

Contracts are being mailed this week. You will be receiving three copies of the contract. Please read it carefully. If you are in agreement, sign all copies and return them to me, postmarked no later than March 13, 2016. A return label has been included with the contracts. One fully executed contract will be returned to you for your files.

There are several contractual items that are time sensitive:

- | | |
|----------|--|
| March 13 | Contracts postmarked and returned to faculty chair |
| April 17 | An accurate class description for Seminar's website, approximately 150 words in length, written to sell the class. Include exact title, level of proficiency, technique, size (if a set-piece), fabric type and/or count, threads/yarn, note if advance pre-work is required (including approximate number of hours), and/or prerequisites, if any, provided to Dean of Faculty

A personal resume of approximately 50 words to be used by Seminar on the Seminar website and for publicity provided to Dean of Faculty

A high-resolution color photograph, preferably digital (JPEG) of the piece(s) to be taught, minimum resolution 300 dpi, suitable for publication on the web. Please send photos of pieces to be taught via email attachment if at all possible to both to Dean of Faculty |
| May 1 | Teacher agrees to send a letter and any pre-work, if applicable, to each student enrolled on or before May 1, 2017 |
| May 1 | Copy of Written Material and/or Instructions for the class(es) emailed or postmarked on or before May 1, 2017 to Dean of Faculty |
| May 25 | The finished set-piece, completed notebook, or visual representation of the class are received by the Dean of Faculty |

We are so excited to have you as part of our seminar team and cannot wait to see you in Sugar Land June 2017. Please print out this letter and refer to your contract for additional details! I will be in contact as we get closer to seminar.

Yours in Stitches,

Lea A. Peacock, Dean of Faculty

ICNA 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) _____

A. Class Title: _____

B. Technique: _____

C. Ground material: _____

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

E. Length of class (specify hours or days): _____

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

G. Kit: estimated kit cost (in US dollars): _____
___ cost is for complete kit (other than stretcher bars, frame or hoop and usual stitching supplies) class

___ student must purchase other materials (list items and approximate cost:

___ student will have a choice of color and/or threads

H. Audio/Visual Equipment Needed: _____

I. Other special classroom needs: _____

J. Prestitching required: ___ yes: Number of hours:
 ___ no

K. Has this project ever been accepted by another seminar, sold commercially or taught? _____

 If yes, please elaborate: _____

EGA SCR Seminar 2017
June 7 – 10, 2017
Sugar Land, Texas

Faculty Hotel & Transfer Information

Please complete the information below so that your hotel reservation can be confirmed and arrival/departure transfers can be arranged.

Today's Date: _____

Name: _____

Address: _____

Cell Phone # you will have with you: _____

Hotel Information

Date of Check-In: _____

Date of Check-Out: _____

Name of person with whom you will share a room, if applicable: _____

For what dates: _____

Do you have any specific requirements or requests for your hotel guestroom? Please explain.

Transfer Information

If you are driving to Seminar, please disregard this section. However, if you are driving, what is your estimated time of arrival to the hotel? _____

Arrival Airline & Flight Number: _____

Departing from what city? _____ Departure Time: _____

Arriving to which airport? _____ Arrival Time: _____

Departure Airline & Flight Number: _____

Departing from which airport? _____ Departure Time: _____

Arriving to what city? _____

How much luggage will you have? _____

Is there any other information you wish to share about your travel needs? Please explain.

EGA SCR Seminar 2017
June 7 – 10, 2017
Sugar Land, Texas

Classroom Set-Up Request

Please complete one request form for each class

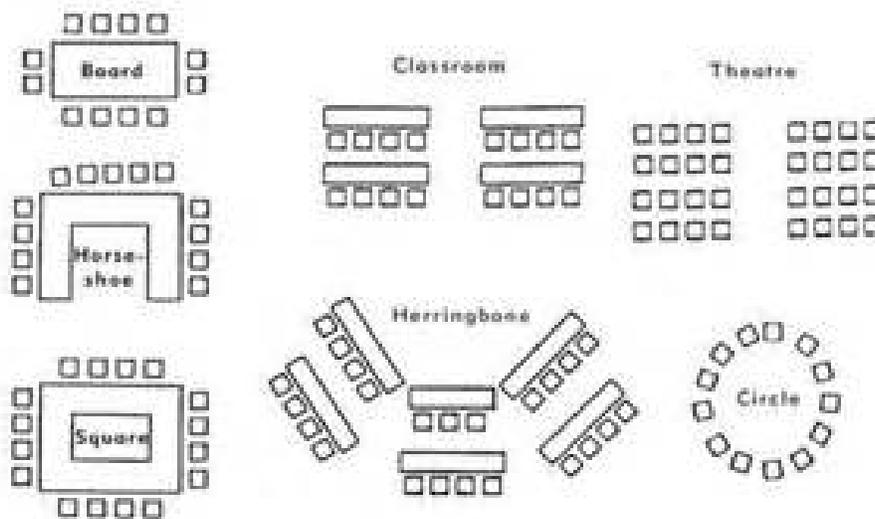
Instructor: _____

Name of Class: _____

Date of Class: _____

Number of Students: _____

Room Configuration Requested – Please mark one of the configurations below



Head Table and Materials Tables will be Set

Additional Tables Required: _____

White Board with Markers Required – YES NO (please circle one)

Audio Visual or Other Equipment Required or Other Special Requirements:

Appendix E – Final Treasurer Report

Appendix F – Seminar Statistics Spreadsheet

(Builds year over year.)

Statistic 6/30/2017	2017 Sugar Land
Total Registered	196
Non Refundable Registrations	0
Non EGA Member Non Refundable Registrations	0
3 day class registration (3 day classes)	32
2 day class and 1 day studio time	119
1 day class and 2 day studio time	35
3 day studio time	11
2 day class only	0
1 day class only	0
Region Day only	1
Total number attended	166
Cancellations	22
60+ days prior	5
30 - 59 days prior	10
0 - 29 days prior	7
Early registrants	149
Early registrants who did not complete registration	10
Region Day participants	111
Total number of non-participants	4
Additional banquet tickets purchased	4
Additional Meal tickets purchased	13
Registrants by State	
Texas	119
Louisiana	23
Oklahoma	8
Arkansas	4
New Mexico	2
New York	2
Georgia	1
North Carolina	2
Minnesota	1
Virginia	2
Florida	1
Alaska	1
Foreign	0

Total	166
Mechandise Night participating entities	20
Teacher Showcase whole table	10
Facilities Use Fee	0
Cost of hotel room	\$153 per night
Total Room number nights guaranteed	465
Total room number nights filled	462
Hotel food and beverage minimum	\$20,000
Proposals received	210
Proposals mailed	200
Proposals emailed	10
US Teachers selected	17
International teachers selected	0
Total number of final teachers	10
Total number of classes selected	29
Total classes made	15
Class techniques selected	
Bargello	1
Beading	6
Brazilian Embroidery	2
Finishing	2
Canvas	10
Counted thread	2
Embroidery/needlepoint	3
Felted wool appliqué	1
Felting	1
Goldwork/beading/needlepoint	2
Multimedia	4
Needlepoint	1
Pulled Thread Embroidery	1
Silk Ribbon	1
Stumpwork	2
Whitework	1
Number of angels	12
Number of handbooks printed	200
Pages in the handbook	24
Volunteers	2
Opportunity Knocks number of participants	11
Hospitality bags given at registration	yes
Friday night banquet favors	Scissors
Friday favors	Thread ball
Thursday favors	Coaster
Saturday favors	
Pins ordered	200



Appendix G - Seminar brochure/website

<http://scr2017seminar.org/index.html>