

Universal Proposal Form

This form must be the first inside page for each proposal. For ease in identifying your proposal, place a picture, line drawing or other visual representation of your class on the cover of your folder. You may copy this form as needed.

Teacher Name: _____ Embroidery Technique: _____

Class Title: _____

Type of Project: _____ Design and/or Color Class _____ Set Project _____ Notebook _____ Other (Explain.)

1. Teaching Time: _____ One Day _____ Two Day _____ Four Day _____ Half Day _____ Other (Specify.)

2. Student Level: _____ Basic Level _____ Advanced Intermediate
(Check One) _____ Basic Intermediate _____ Advanced
_____ Intermediate _____ All

3. Project Dimensions
(if applicable) Design Size: _____ Overall Size: _____

4. Ground Material: _____

5. List threads and other materials used: _____

6. Will student have a choice of threads, colors, etc.? _____ Yes _____ No

If yes, please explain. _____

7. Estimated Kit Cost: \$ _____ (U.S. dollars)

Please check **either**:

_____ Cost is for complete kit. (Student may still supply stretcher bars – please note below.)

_____ Student must purchase/supply the following additional project materials (list):

Student should also supply: _____ Usual Stitching Supplies _____ Stretcher Bars, size _____" x _____"

8. Teacher Will Supply: _____ materials as listed in item 5, noted above.
_____ partial kit as noted below. Student supplies noted in item 7.

9. Audio/Video Equipment Needed: _____

10. Other special classroom needs: _____

11. Pre-stitching Required: _____ Yes _____ No Approximate number of hours: _____

12. Has this project ever been accepted by another seminar, sold commercially or taught? _____ No
_____ Yes, (If yes, please elaborate.) _____

13. Where can you be reached by telephone during (organization inserts meeting dates here)? – _____

14. Signature: _____ Date: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

FAX # _____