

TEACHER GUIDELINES:

HOUSTON FIBER FEST strives to offer a wide variety of interesting fiber craft classes taught by engaging, knowledgeable, and well-prepared instructors, and to provide good value to students. To that end, we have established the following guidelines for teachers.

CONTRACTS

Houston Fiber Fest is a juried event. The planning committee will review all class proposals received by the published deadline and determine final class selections.

Teachers whose class proposals are accepted are offered a Teacher Agreement. These Teacher Guidelines are attached as an addendum to the Teacher Agreement and constitute part of the agreement between the teacher and Houston Fiber Fest.

CHECK-IN

It is essential that teachers check in with the Local Teacher Coordinator upon arrival on each day that they are scheduled to teach. Detailed check-in instructions will be provided to each teacher by email prior to the first day of Houston Fiber Fest.

BADGES

Upon check-in, teachers will be issued an identifying color-coded badge, which allows them access to the classrooms. Teachers are expected to wear their badges while teaching and when entering or leaving the classroom area.

CLASS SCHEDULE

Each teacher's particular class date and time is specified in their Teacher Agreement. Teachers are advised to plan to arrive early and allow sufficient time for traffic delays, parking, unloading, checking in, etc.

Teachers will have access to classrooms 15 minutes prior to their scheduled class time for set up and 15 minutes after their scheduled class times for packing up and leaving the room in good order for the next instructor. Use this time wisely so that your entire class session can be dedicated to instruction.

CLASSROOM ACCESS

Classroom access is strictly limited to:

- Teachers wearing identifying badges
- Registered students
- Houston Fiber Fest organizers and volunteers wearing identifying badges

- Event venue staff displaying proper identification

Students are not allowed to bring friends, children, parents, or anyone who is not registered for the class into the classroom with them. This policy is clearly stated on the class registration site.

Teachers should immediately report violations to Houston Fiber Fest organizers.

CLASSROOM DAMAGE

Houston Fiber Fest will not accept class proposals for subjects that have the potential to cause damage to the classroom, e.g. yarn dyeing.

Additionally, teachers should not make use of equipment or processes that have the potential to cause damage to the classroom. Teachers will be responsible for damage caused to the classroom and/or classroom furnishings while the classroom is assigned to them.

CLASS ROSTERS

As a courtesy, preliminary class registration numbers will be provided to teachers by email in advance of Houston Fiber Fest. However, Houston Fiber Fest reserves the right to continue to register students up until class time. For this reason, teachers should always be prepared to teach a full class, up to their maximum class size, as specified on the Class Proposal Form.

Final class rosters will be delivered to teachers at the start of each of their class sessions.

LUNCH BREAKS

Teachers who are scheduled for back-to-back class sessions will have at least a one-hour break between their morning and afternoon sessions. For those who wish to eat lunch, there is an on-site concessions stand offering sandwiches and salads as well as snacks and drinks. There are also a number of fast-food restaurants near the event venue.

CLASS FEES

Instructors set their own per-student fee for each class. In determining their class fees, instructors should consider the length of the class, the complexity of the subject, and their own level of expertise and teaching experience.

The class fee, any applicable materials fees (described below), and a Houston Fiber Fest \$10 administrative fee are added together to determine the total per-student class registration price.

Following the festival, Houston Fiber Fest totals each teacher's class fees plus any applicable materials fees and mails each teacher a check. This process typically takes about two weeks.

MATERIALS FEES

Instructors who provide essential class materials, such as specialty tools, to their students for use in class projects have the option of charging a per-student materials fee to cover their costs.

- Materials fees must be disclosed on the Class Proposal Form so that they may be included in the class registration fee. No additional materials fees may be charged to students by instructors during Houston Fiber Fest weekend.
- Instructors who charge materials fees are expected to be prepared with enough materials for each of the students in a full class, up to their maximum class size, as specified on the Class Proposal Form.
- Students who have paid materials fees become the owners of the materials and must be allowed to keep the materials following the class.
- Instructors are responsible for all applicable sales taxes for provided class materials.

CLASS HANDOUTS

Handouts can add a lot of value for students, but only if they are error-free and easy to read and follow. Teachers who develop their own handouts are strongly encouraged to have the content edited, including technical editing when appropriate. In addition, original patterns should be tested.

Teachers are responsible for reproducing their own handouts. Teachers should come prepared with enough copies of each handout for a full class.

COPYRIGHTED MATERIAL

Teachers who use or distribute materials—such as patterns, instructions, or photos—that were created by someone else are solely responsible for obtaining permissions for such use from the copyright holder.

PROMOTIONS

Any information provided by teachers in the Class Proposal Form and in correspondence with Houston Fiber Fest may be used by Houston Fiber Fest for promotional purposes. The class descriptions and other information teachers provide may be edited by Houston Fiber Fest for length and clarity.

Houston Fiber Fest's promotional channels include its website, www.houstonfiberfest.com, its class registration site, its printed materials, its social media accounts, event listings, and media coverage on any platform.

Instructors can help to promote registrations for their classes through mentions to their own mailing lists, social media followers, etc.

CANCELLATION

If it becomes necessary for a teacher to cancel class(es) at Houston Fiber Fest, written notice of cancellation must be sent by email to classes@houstonfiberfest.com as early as possible.

No class fees and no materials fees will be paid to teachers for classes cancelled by the teacher.

In the event of cancellation by a teacher, Houston Fiber Fest reserves the right to use the vacated classroom for its own convenience, including assigning it to another instructor.

CONTACT

Marie Picon, Local Teacher Coordinator: classes@houstonfiberfest.com

KEY DATES FOR 2019

November 5, 2018: Deadline for submitting Class Proposal Forms

December 5, 2018: Notification of class selection

December 15, 2018: Signed contracts due

January 15, 2019: Full class schedule announced

April 25, 2019: Class registration opens

June 21-23, 2019: Houston Fiber Fest weekend

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