

Guidelines for Workshop Presenters for Festival of Learnshops 2020

You must submit your contact info at this link www.surveymonkey.com/r/InstructorContactFOL2020. Once your contact info is submitted, you must submit a proposal for every distinct workshop you want to present (not for each session of the same workshop) by **November 6, 2019**. Please complete the proposal form at www.surveymonkey.com/r/FOL2020Proposal.

Bio and product photos must meet requirements listed and be submitted by e-mail to nancy@visitbera.com by November 6. If you need Berea Tourism to take a new product photo for you, please bring the product to the Welcome Center and leave it to be photographed no later than November 6.

If you have problems or questions, please contact Judy Sizemore at circuit@prtcnet.org or 606-364-5831.

Please read these guidelines carefully. There have been some changes and updates.

1. Instructor Qualifications: (not necessary if you were a Hands on Workshops, Make It Take It, Give It or Festival of Learnshops instructor in a previous year): Please email a resume to Judy Sizemore at circuit@prtcnet.org that includes:
 - a. Your qualifications for teaching the learnshop you propose (experience, certificates, juried memberships, publications, etc.).
 - b. Your experience as a workshop instructor (include dates, location, topic, audience, and coordinating organization, if any).
 - c. Three references with phone number and e-mail address.
2. You must purchase a City of Berea Business License prior to teaching your classes (if you don't already have one). Cost is \$25 and it is good for one calendar year. Application form found at this link: <https://bereaky.gov/government/city-departments/codes-planning/business-license>. For more information or clarification, please call Codes & Planning office at 859-986-8528.

3. Dates are: July 10 – 26, 2020.
4. Sessions should be presented between the hours of 9:30-12:30 and 2:00-5:00. You can determine if you want to present half day, full day, or multi-day workshops. **If your session is less than three hours, please indicate the exact beginning and ending time on the SurveyMonkey proposal form.**
5. We expect you to provide minimal handouts to your participants that identify materials/supplies and suppliers. A copy of these handouts should be emailed to Judy Sizemore at circuit@prtcnet.org prior to the workshop.
6. Workshop participants receive an auto email the day after each workshop they are scheduled to attend requesting feedback on their experience. If more than 50% of the feedback received is negative, we are unable to invite you back until you attend the Master of the Art of Workshop Presentation offered through Berea Tourism.
7. We must have one head shot of you (the instructor) and one (no more than two) photos of the actual product that people will make in your workshop. You may provide the photos, following these guidelines:
Image Requirements:
 - **Product Photo - Featured images must be horizontally oriented, standard size, and uncropped. Square photos are not acceptable.**
 - **Bio images must be vertically oriented, standard size, and uncropped. Square photos are not acceptable.**
 - **All photos should be the highest resolution possible. Low resolution photos are not acceptable.**
 - **Please e-mail photos as attachments labeled with your name and workshop title to nancy@visitberea.com.**
8. All registrations and payments must be made through the Berea Tourism website. City of Berea will provide liability insurance for workshops presented within city limits as part of *Festival of Learnshops 2020*.
9. When completing your proposal forms, the fee for the workshop should be the amount that you want to be paid for each registrant. 15%

(rounded to the nearest dollar) will be added to the workshop fee and collected by Berea Tourism. *Do not add the 15% yourself.*

10. Include all materials for the class in your fee, including handouts.
Participants from this event expect to have a tangible product to take home.
11. Instructor fees will be paid to presenter within 35 days of the last day of the event. In order to be paid, instructors must complete required paperwork. This includes submitting a W-9 if requested and completing and submitting all sign-in sheets / class rosters requested by Berea Tourism.
12. Instructor packet(s) must be picked up at the Berea Welcome Center.
Packets will be available for pickup weekly- pick up schedule TBA.
13. You will notice that included is your workshop roster, name badges, Emergency Contact List (for you the instructor) and Youth Authorization Forms (applicable for all minors under age 18 attending) and a gift item for you and one for each participant.
14. Instructors must determine any age restrictions for participants attending their classes, and make sure there are signed Youth Authorization Forms as needed.
 - a. **If you accept participants under the age of 18** in your classes without an accompanying legal parent or guardian, they must have a signed Youth Authorization Form with their emergency contact information for their legal parent/guardian. Participants will be instructed to print one when they register, but you will also be provided with copies of the form in case they forget to bring it. Do not allow any participant under 18 who is not accompanied by a legal parent or guardian into your class without the signed Youth Authorization Form.
 - b. **If your class involves the use of sharp tools (including Exacto knives), chemicals, open flames, or other dangerous equipment,** all youth under 18 must be accompanied by a legal parent/guardian or an adult with signed Youth Authorization Form from the child's legal parent/guardian. A Youth Authorization Form will be made available to participants and to instructors.

15. **You must return your class roster to Berea Tourism with the names of all attendees checked.** If you have a student who submits or shows on their smartphone an order confirmation with the correct class, time and date, admit them to class and attach / record on your class roster. If a student who is not already on the class roster fails to submit or show an order confirmation – please call Berea Tourism at 859-986-2540 to get the order confirmation # verbally from a Berea Tourism staff person. This will ensure that everyone in the class has paid. **Upon completion of the workshops (at the end of all your classes), please return all extra materials, collected order confirmations, collected youth forms (if applicable) and class rosters to the Berea Welcome Center. If you have participants that do not attend, please be sure to mark them as a no-show on your class roster.**
16. Berea Tourism will make every effort to fill your class, but we do expect you to present the workshop even if there is only one person registered. Berea Tourism will promote the event and individual workshops, but instructors are also expected to help promote their own workshops and the event.
17. **Cancellation policy ---Classes that have NO registrants** can be cancelled at any time by the instructor, but once a class has one or more registrants, cancellations are allowed only in extenuating circumstances and by mutual consent. **IF YOU HAVE TO CANCEL DUE TO A PERSONAL EMERGENCY, YOU MUST INFORM BEREA TOURISM STAFF OF THE SITUATION ASAP.** You must also provide an emergency contact name and phone number on your proposal form. If a presenter cancels without extenuating circumstances or mutual consent, that presenter will not be invited to submit proposals for future events.

Customer Refund Policy

Refunds are based on the following dates:

- Refund requests submitted prior to or on June 26, 2020 - 100% of workshop fees will be refunded;
- Refund requests submitted after June 26, 2020 - NO refunds will be given.

Weather Emergency Policy:

Instructors unable to attend their workshop due to a weather emergency must notify Tourism Staff as soon as possible via phone. If before/after Welcome Center business hours, please call Nancy Conley at 859-398-6263 or Kerri Hensley at 859-302-2448. Instructors must also:

- a. contact registered workshop patrons via phone as soon as possible;
- b. work with Berea Tourism Staff to offer a make-up date within a reasonable time frame with the understanding that those patrons unable to attend the make-up date will receive a full refund approved and issued by Berea Tourism.

Patrons unable to attend due to a weather emergency:

- a. will be referred to the individual instructor;
- b. patron refunds or workshop make-up dates due to a weather emergency are at the discretion of the instructor.

19. You may present your workshop in your own space or you may request space. We will try to accommodate instructors' requests for space, but our space is limited, and you may not be able to get the date/time that you want in a specific room. We will work with you on this. Please make sure to indicate on your proposal form details on your space needs such as access to water, audio/video needs, ventilation, how many tables are needed, how much space each participant will need.
20. Instructors using any space provided by Berea Tourism are responsible for their own set-up and for cleaning the space they use after their session so that it is ready for the next instructor. If you need assistance in completing these tasks, please make these arrangements yourself. Berea Tourism staff is not responsible for these tasks. Cleaning supplies will be provided. **If you fail to clean the space provided for you, a \$50 cleaning fee will be deducted from your payment.**

21. Please provide bottled water for your participants. Coffee and/or a light snack is appreciated but not required. (If you are using your own space, Tourism will provide you with bottled water for your participants.)
22. Instructors will be provided with names and contact information of their registrants. Although registrants will receive a confirmation when they register, instructors **must** also send a welcome e-mail to their registrants in advance of their workshop unless the registrant is a last-minute sign-up.
23. We will keep registration open for your class until the start date and time of your class unless you request that we close it earlier or the class is full. This means that you may have registrants that are not on the roster you picked up, but we will inform you about last-minute registrants. **You must be prepared for these last-minute registrants unless you instruct us to close your class.**
24. When a class fills up, we keep a waiting list of people who would like to take the class. If anyone asks to be admitted to your class after it is full, please direct them to call the Welcome Center. Do not promise them a spot in your class, as there may be others on the waiting list before them.
25. Photography during workshops: Berea Tourism may have a photographer circulating to take photos during the event that we can use for promotion. If so, the photographer will identify themselves and will ask permission from all participants before taking any photos and will make every effort to take photos without causing any disruption to your class.
26. Sometimes a news outlet will request permission to send a photographer to cover the event. If this happens, we will inform you. If an unknown photographer shows up in your class, use your own best judgment if they have appropriate news media identification and request permission from participants before taking pictures. Please inform us if this happens so that we can check on the photographer's credentials.

27. PLEASE PROOF your submission form(s) before submitting making sure you've listed the correct dates, times, fees, etc.

Please contact Judy Sizemore (circuit@prtcnet.org) if you need explanation or clarification on any of the above!