

**Palm Coast Decorative Painters  
Teacher Submission Contract for 2023 Workshops**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Title of Project: \_\_\_\_\_ Medium: \_\_\_\_\_

Skills to be taught (stroke work, floating, dry brush, etc.): \_\_\_\_\_

Original Design: \_\_\_\_\_ or Designing Artist's Name: \_\_\_\_\_

PCDP will pay-\$12 per registered student to the teacher. If there are twelve (12) or fewer registered participants, the Workshop may be canceled by agreement with the teacher. In the event of such a cancellation, NO fee will be paid to the teacher. If the teacher decides to hold the Workshop with twelve (12) or fewer participants, the teacher will be paid a flat fee of \$144.00.

Teacher will provide Workshop Chair with a minimum of 15 Prep Packets or more if requested by Workshop Chair, up to the class *size* limit, three (3) months prior to class. The Prep Packets must include a list of supplies, the line drawing, special needs, prep instruction sheet, and a colored picture of the prepped project for each student. At class time, teacher will supply each student with a pattern packet that must include a colored picture of the completed project (if not provided previously) and detailed instructions for completion of the project.

If this is not an original design, the teacher must indicate the artist's name and source of the design on the instruction sheet. It is the teacher's responsibility to obtain the artist's written permission. The cost for reproduction services will be absorbed by the teacher. If a special surface is required or must be ordered, the estimated cost and availability of the surface will be indicated in advance. If the teacher cancels the Workshop after students have paid for surfaces/ supplies sold by that teacher for that class, the teacher will reimburse students for those costs incurred. The teacher is expected to bring one set of paint and any mediums used for the Workshop. CAMERA/AUDIO EQUIPMENT IS AVAILABLE AND THE TEACHER IS REQUESTED TO MAKE USE OF IT.

NOTE: Please DO NOT specify any paint color or item that has been discontinued. If an original paint color has been discontinued, the teacher must furnish the name of a replacement color(s) or mixing formulae. Also, PLEASE DO NOT submit any project that has been taught to any chapter in our area within the past five (5) years.

Chapter meetings and Workshops are usually the first Saturday of the month. The teacher will determine the maximum number of students in a Workshop. Workshops will last 4-5 hours starting no later than 10:00 a.m. (after Chapter's business meeting) and ending no later than 4:00 p.m. with a 30-minute lunch break. The teacher will receive a list of registered students (2) days prior to class.

Submissions for consideration must be received by the Workshop Chair between October 1<sup>st</sup> and October 20<sup>th</sup>, and include this completed form, color photo, and a list of any special needs and their estimated cost. After receipt of the proposed projects, the Board will review them for voting by members at the November Chapter meeting. Teachers will be notified and a mutually convenient Workshop schedule will be planned.

Circle the months that you *will be* available to teach:    January                  February                  March                  April  
May                  June                  July                  August                  September                  October                  November

I have read and accept the above conditions..

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_