



Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

Appendices to Seminar Policy and Procedures

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Document History

Version	Date	Description	Approved by EAC/ACB Board
2.0	2016-10	Complete document review	Updated to include new Exhibit forms in Appendix D. Waiting final revisions
3.0	2018-07-16	Reviewed after Seminar 2017	July 15, 2018

Appendix A – General

A1. Seminar Hosting Contract

This agreement is effective as of (date of effectiveness)

This agreement is between:

The Embroiderers' Association of Canada, Inc./Association canadienne de broderie, Inc.
(EAC/ACB), a federally incorporated company with head office at PO Box 41 Corydon,
Winnipeg, Manitoba, R3M 3S3

and(EAC/ACB Host Chapter)

Seminar (year) with the theme
"....."

will be held at (Facility)

from to (inclusive dates).

General Guidelines:

- 1. This Seminar is an EAC/ACB function which will be organized by the host chapter in communication and cooperation with an EAC/ACB Seminar Liaison and following the EAC/ACB Seminar policies and guidelines.*
- 2. All financial expenditures shall meet with EAC/ACB Board approval through budgets and regular financial statements (minimum two per year). Regular committee reports must also be submitted to the EAC/ACB Board.*
- 3. As Seminar is a major fund raiser for EAC/ACB, effort must be made to produce a reasonable profit.*
- 4. EAC/ACB assumes all financial responsibilities in the event of a loss of monies.*
- 5. EAC/ACB and the Host Chapter(s) will share 50:50 the profit produced by this Seminar.*
- 6. All Seminar personnel who handle monies must supply E AC with a Criminal Record Check (i.e.: signing officers, registrar)*

Signatures below denote acceptance of this agreement:

Host Chapter President Date

Seminar Chair/ Co-chair Date.....

Seminar Chair/ Co-chair Date

EAC/ACB President Date
.....

The Corporate Seal of the Embroiderers' Association of Canada, Inc./Association canadienne
de broderie, Inc. is placed here on

..... (Date)

A2. Seminar Chair Responsibilities

(Notes from a past Seminar Chair)

1. Ask chapter members to co-chair the committees outlined below
2. Establish the seminar committees outlined in the Seminar Policy and Procedures document. This would include a chair/co-chair for each of the following (some may be combined or sub-committees created):
 - a) Site
 - b) Registration
 - c) Teacher
 - d) Secretary
 - e) Treasurer
 - f) Exhibition
 - g) Fundraising & Favours
 - h) Banquets – including Opening Reception, AGM luncheon, Seminar Banquet
 - i) Tours
 - j) Stitcher's Boutique & Merchant Night
 - k) Publicity (brochure and web updates)
3. Circulate job descriptions and ask for volunteers.
4. Request a copy of the current **Seminar Policy and Procedures** and appendices from the Seminar Liaison and circulate appropriate section to each committee chair/co-chair
5. Chair should suggest that each committee set up timelines for their specific needs. Chair should remind all committees to submit a monthly report when the committee is active.

A3. Seminar Timeline

Timeline – at least 3 years previous

Date	Activity	Responsibility
	Determine seminar dates and site location	Seminar Chair
	Apply to EAC/ACB to host seminar and book site	Seminar Chair
	All committees and subcommittees are given a job description	Seminar Chair
	Determine chair (co-chairs) for each seminar committee	Seminar Chair
	Determine a theme and choose a logo that will be used on stationery and seminar pins, and in the seminar brochure.	Seminar Chair
	Write letters to teachers inviting proposals for workshops.	Teacher Committee
	Advertise for teacher proposals in <i>EC</i> and other embroidery publications.	Teacher Committee
June 10	(35 months before seminar) <i>EC</i> submission deadline for first call for teacher proposals	Teacher Committee
September 10	(32 months before seminar) <i>EC</i> submission deadline for second call for teacher proposals	Teacher Committee
December 10	(29 months before seminar) <i>EC</i> submission deadline for third call for teacher proposals	Teacher Committee
March 10	(26 months before Seminar) <i>EC</i> submission deadline for last call for teacher proposals	Teacher Committee
	Ask chapter members for fundraiser suggestions	Fundraising Committee

Timeline - 2 years previous

All active committees submit a progress report to Chair monthly. This ensures all information is updated and committee requests can be addressed in a timely manner.

Timeline Date	Activity	Responsibility
April	Prepare a report and budget (using the budget format included in the seminar workbook) for the spring board	Seminar Chair and Treasurer

25 months before seminar	meeting and submit to Seminar Liaison. This report must include reports from each committee, and requests for board approval as needed.	
	Activate all committees /subcommittees, i.e. Seminar Central; Free-Day Activities; Fundraising Favours; Exhibition and any others determined necessary.	Seminar Committee
	Submit a progress report to Chair.	All active committees
May 24 months before seminar	Open the necessary bank accounts and determine if post office box is required.	Seminar Chair and Treasurer
	Sign venue contract (ASAP).	Chair
	Set up email addresses through EAC/ACB Communications.	Seminar Committee
	Set up regular mail addresses and other contact information.	Seminar Committee
	Establish registration deadlines as well as payment dates.	Registration Committee
	Begin collecting photos of host location, to be used for seminar presentation.	Publicity
	Ask for submissions for fundraisers	Fundraising
	Start preparation for brochure.	Fundraising, Registration and Publicity
	Submit a monthly report to Chair.	All active committees
June 23 months before seminar	Begin preparations for name tags for teachers and/or Board members and for class angels.	Favours
	Decide on promotions for participants at the seminar one year previous.	Favours
	Finalize details for fundraisers.	Fundraising
	Prepare the artwork for stationery and seminar pins. Prepare stationery but wait until the February (of year before Seminar) to order the pins.	Publicity/Favours

	Meeting with all committees/subcommittees.	Seminar Committee
	Submit a monthly report to Chair.	All active committees
September 20 months before seminar	September 30: All class proposals must be received by the Teacher Committee Chair. Proposals received after this date will not be considered.	Teacher
	Prepare a report and budget (use the budget format included in Appendix C1 and C2) for the fall Board meeting and submit to Seminar Liaison. This report must include the names of all teachers who applied to instruct at seminar (not only the ones selected by the Seminar Committee), reports from each committee, highlights from general seminar meetings, and requests for Board approval as needed.	Seminar Chair & Treasurer
	Submit a monthly report to Chair.	All active committees
October 19 months before seminar	Determine favours for seminar and set up test groups.	Favours
	Submit a monthly report to Chair.	All active committees
November 18 months before seminar	Present proposed class roster at EAC/ACB board meeting for approval.	Teacher Committee and Seminar Chair
	Notify successful and unsuccessful teachers.	Teacher Committee
	November 30: Forward contracts to successful teachers for signature	Teacher Committee
	All proposals returned with notification of class status.	Teacher Committee
	Advise Government Compliance Liaison of names of foreign teachers	Teacher Committee
	Determine if teachers will receive a <i>per diem</i> or meal tickets for their meals.	Seminar and Teacher Committees

	Submit a monthly report to Chair.	All active committees
December 17 months before seminar	December 30: Signed contracts must be received by the Teacher Committee.	Teacher Committee
	Submit a monthly report to Chair.	All active committees
January 16 months before seminar	January 30: Send a copy of the signed contract and a list of the faculty to each teacher.	Teacher Committee
	Meet with Members' Exhibition committee.	Seminar Chair
	Start preparation of seminar presentation which will be a part of the presentation at the preceding seminar banquet. A slide presentation should not exceed 20 minutes.	Registration and Publicity
	Workshops to make favors.	Favor Committee
	Prepare "teaser ad" for <i>Embroidery Canada</i> .	Publicity
	Submit a monthly report to Chair.	All active committees
February 15 months before seminar	February 15: Class projects must be received by the seminar Teacher Committee for photography and display at the next seminar.	Teacher Committee
	Organize free-day activities.	Tours Committee
	Consult EAC/ACB Treasurer for payment procedures.	Treasurer
	Submit a monthly report to Chair.	All active committees
March 14 months before seminar	March 10: Teaser ad due for <i>Embroidery Canada</i> .	Publicity
	Submit a monthly report to Chair.	All active committees
April 13 months before seminar	Any changes that need to be made to the class descriptions, kit costs, and biography must be received from the teachers. Finalize brochure details and prepare draft for spring Board meeting.	Teacher Committee Registration and Publicity Committees
	Prepare a report and budget (using the budget format included in the Seminar workbook) for the spring Board	Seminar Chair

	meeting and submit to Seminar Liaison. This report must include reports from each committee, and requests for Board approval as needed.	
	Submit a monthly report to Chair.	All active committees

1 Year Previous

Timeline Date	Activity	Responsibility
May 12 months before seminar	The Seminar Chair may (but is not required to) attend the spring Board meeting and should be prepared to answer any questions from the report	Seminar Chair
	Show the seminar presentation (max. 20 minutes) at the banquet of the current seminar promoting the upcoming seminar to the membership. It would be helpful to provide a handout with written descriptions of the classes. Ensure teachers' pieces are at seminar for display/promotion.	Seminar Chair or representative
	Begin advertising in other embroidery publications such as stitching magazines and guild newsletters.	Publicity Committee
	Fundraising sales begin. Note: Sales of fundraisers is not to occur before the seminar one year prior to your seminar.	Fundraising Committee
	Approach suitable needlework-related businesses, including a book source, for their participation in the Stitcher's Boutique or Merchant Night. Prepare an information letter for those interested	Boutique and Merchant Night
	Submit a monthly report to Chair.	All active committees
June 11 months before seminar	Class projects returned to teacher (upon request).	Teacher Committee
	June 10: Brochure and fundraiser ad due for <i>Embroidery Canada</i> .	Seminar Chair & Publicity
	Determine locations for fundraiser kit sales (local)	Fundraising
	Solicit sponsors/donations for seminar.	Seminar Committee
	Submit a monthly report to Chair.	All active committees
July 10 months before seminar	Submit a monthly report to Chair.	All active committees
August	Work on volunteer lists.	Seminar Central and Members' Exhibition

9 months before seminar	Prepare write ups, Leonida Leatherdale and other awards etc.	Members' Exhibition
	Contact EAC/ACB Communications re: PayPal information they will arrange with the EAC/ACB Treasurer.	Treasurer
	Submit a monthly report to Chair.	All active committees
September 8 months before seminar	September 10: Full-page or two half-page ads for <i>Embroidery Canada</i> .	Seminar Chair
	Follow-up with suitable needlework-related businesses, contacted in May, including a book source, for their participation in the Stitcher's Boutique or Merchant Night.	Boutiques and Merchant Night Committee
	After a contract is signed, provide the participants with the teachers' supply lists, suggested book lists, and workshop materials list.	Registration
	Prepare fundraisers for sale at Prairie-Pacific and Atlantic-Central regional meetings.	Fundraising
	Registration begins - enter seminar registrations into the database as they are received.	Registration
	Submit a monthly report to Chair.	All active committees
October 7 months before seminar	October 1: Mail a copy of the brochure to faculty members, as well as a letter regarding travel, accommodation, free-day activities, etc.	Registration and Teacher Committees
	October 1: Teachers to provide a letter addressed "to the student" regarding class supplies, pre-stitching, etc. to the Teacher Committee	Teacher Committee
	Prepare a report and updated budget with projected actuals for the fall Board meeting and submit to Seminar Liaison. This report must include reports from each committee, and requests for Board approval as needed. Reports and updated budget with projected actuals should also be submitted for any Board meetings held before seminar.	Treasurer/Chair
	Submit a monthly report to Chair.	All active committees
November	Begin collecting items such as maps, bus schedules, and restaurant guides for the welcoming bags.	Registration

6 months before seminar	Process registration payments as they are received.	Treasurer and Registration
	After November 30: Make draws for any classes that are oversubscribed.	Registration
	Submit a monthly report to Chair.	All active committees
December 5 months before seminar	December 10: Due date for quarter-page ad for <i>Embroidery Canada</i> .	Publicity
	Confirm that all registrants are members of EAC/ACB and forward the names of new members to the Membership Director.	Registration
	Process early payments.	
	Submit a monthly report to Chair.	All active committees
January 4 months before seminar	January 30: Cancel classes that do not fill and notify teachers of cancellations.	Teacher Committee
	Confirm with Government Compliance Liaison names of foreign teachers so she can have the appropriate documents completed (including CRA documents).	Teacher Committee
	Send a letter to all teachers including information about their students, travel, customs and immigration, payment, etc.	Teacher Committee
	Obtain a quote for the printing of the AGM booklet. This booklet is included in the seminar registration bag.	Meeting Coordinator
	January 30: Mail class confirmation letter to the participants along with a "request for accommodation" form and "meal plan request form," if required.	Registration
	Plan the Members' Exhibition display, arrange to borrow equipment, props, etc., make signs and certificates, and plan registration procedures and ballots	Members' Exhibition and other committees
	Ask for and organize volunteers for registration, Seminar Central, Members' Exhibition, hospitality, etc.	Site Committee
	Finalize details of food and entertainment for the opening reception and the Banquet. Seating should be available at the reception. Avoid buffets for the AGM and banquet.	Site Committee, Banquet

	Submit a monthly report to Chair.	All active committees
February 3 months before seminar	Advertise the Members' Exhibition, using local media as well as posters in stores and libraries and invitations to groups interested in art and needlework.	Seminar Publicity Committee
	Order seminar pins based on number of registrants.	Registration
	Determine the number of rooms needed for board, committee meetings, youth, P/P and/or A/C Regions, national members, etc. and make sure they are available.	EAC/ACB Secretary, Seminar Committee
	Send a follow-up letter requesting donations for welcome bags and prizes if necessary.	Fundraising
	Submit a monthly report to Chair.	All active committees
March 10 weeks before seminar	March 1: Final deadline for the cancellation of classes. Determine who will be the classroom angels. Mail final letter to the participants. Include the letter to the Classroom Angel.	Registration
	On room diagrams, draw the placement of tables and chairs, using the information supplied by the teachers in Appendix A of their contract. Contact the liaison person at your site to discuss these. Determine and finalize the equipment rental.	Teacher and Site Committees
	Determine the format of the daily newsletter and Seminar Information booklet.	Seminar Central
	Begin putting registration kits together.	Registration
	March 10: "Tidy up ad" due for <i>Embroidery Canada</i> , if needed.	Publicity
	Submit a monthly report to Chair.	All active committees
April 1 month before seminar	April 1: Kits must be shipped to Teacher Committee.	Teacher Committee
	Reimburse teachers following guidelines.	Teacher Committee, Treasurer
	Send a welcome letter to those participating in the Stitcher's Boutique and Merchant Night.	Merchant Committee
	Prepare class certificates for teachers to sign.	Teacher Committee

	Prepare a list of donors/acknowledgements to be included in either the daily newsletter or the seminar Information booklet and also a poster board of the same to be displayed at Seminar Central and the Members' Exhibition.	Seminar Committee
	Consult with the EAC/ACB President regarding seating and other arrangements.	Seminar Chair
	Submit a monthly report to Chair.	All active committees
May seminar month	Prepare seminar report and an updated budget with projected actuals for the Board meeting and submit to Seminar Liaison	Seminar Chair and Treasurer
	Schedule a teachers' meeting prior to the opening reception, inviting all teachers, classroom angels.	Teacher Committee
	Teachers must bring their class projects to the opening reception.	Teacher Committee
	Reimburse teachers for the balance of their expenses and teaching fees as shown on their <i>Teacher Expense Claim Form</i> .	Teacher Committee/ Treasurer
	Organize transportation for board members and teachers to and from the airport and seminar site.	Seminar Committee
	On registration day:	
	- open the Registration Desk and Seminar Central	Seminar Central and Seminar Committee
	- hand out registration packages, pick up necessary keys for the site	Registration
	- begin set up of Members' Exhibition	Exhibition Committee
	- hold Teachers' Meeting	Teachers Committee
	- Opening Reception	Banquet
	Return any items borrowed for Members' Exhibition.	Members' Exhibition
	Photograph the entries in the Members' Exhibition for use by EAC/ACB/ACB.	Photographer
	Wrap-up meeting	All Committees

June after seminar	Write thank you notes for any donations and to teachers for their participation.	Seminar Chair and Teachers Committee
	Send digital photographs of the Members' Exhibition and a list of winners to the Seminar Liaison.	Seminar Chair and Exhibition Committee
	Send list of all award winners to EAC/ACB Secretary for distribution as required.	Seminar Chair
	Complete report from each committee from start to finish, including all previous monthly reports summarized and submitted to Chair.	All Committees
August after Seminar	The host chapter shall forward a final seminar report. complete financial statement, ledger with backup/receipts, final bank statement, independent review and cheque, if applicable, for 50% of seminar profits to the EAC/ACB Board by August 31 .	Treasurer
September/ October after Seminar	The host chapter shall present a complete electronic seminar report to the Seminar Liaison for the fall EAC/ACB Board of Directors meeting immediately following seminar. This report must include reports from each committee, highlights from general seminar meetings, and recommendations for future seminar committees. Relax and begin stitching again!	Seminar Chair

A4. Sample Committee Structure

Committee Name	Sub Committees
Seminar Chair	Assisted by everyone
Site Committee	Classrooms, seminar central, accommodations Board Meeting Seminar Meeting Coordinator: Teachers and Angels, Education, Regional Meeting, Joint Presidents, Youth Meeting, National Members, Virtual Threads Volunteers <ul style="list-style-type: none"> ● Opening Reception/AGM Lunch/Banquet ● Seminar Central and Star Stitch-Ins ● Boutiques/Merchant Night ● Members' Exhibition (includes Original Design Award [Professional and Non-Professional], Pulled Thread Award; Seminar Theme Award; Viewers' Choice; Seminar Group Project Award; Youth Awards [two age divisions]; Board Challenge, Outgoing President's Gift [even years], EAC/ACB Course Students' Exhibits; next seminar display, Leonida Leatherdale Award [when awarded], and possibly Heritage Collection display) ● Photography ● Free-Day Activities/Tours
Registration Committee	<ul style="list-style-type: none"> ● Registration ● Favours/Gifts ● Fundraising ● Donations
Treasurer	
Teacher Committee	Class angels
Publicity Committee	<ul style="list-style-type: none"> ● Brochure ● Advertising

A5. Seminar Committee Representative to Preceding Seminar

1. Purpose

- To participate in life of seminar
- To take notes on the planning and running of seminar
- To note how signage was done
- To note any things they would change
- To present reports and answer questions at the Board meeting
- To bring the class projects for their own seminar; set up the display, and repack at the end
- To sell fundraisers during Merchant Night
- To provide a presentation at banquet; invite participants to seminar the following year

2. Representative

The Seminar Chair is the preferred representative, but any one knowledgeable person may be chosen to represent the committee.

3. Costs

The Seminar Committee is encouraged to cover the following costs for one representative, upon presentation of receipts. (Any additional costs are the responsibility of the representative):

- Airfare or ground transportation according to EAC/ACB Board of Directors Expense Policy;
- Seminar registration (four days stitching rate only);
- Accommodations at the rate of a double room for a maximum of six nights at the seminar facility;
- Meals at the EAC/ACB Board rates. The representative is strongly urged to stay in the facilities provided and to partake of the meals provided so as to fully participate in the life of seminar.

Appendix B – Teacher Timelines and Guides

B1. Teacher Committee Timeline

September 2½ yrs before

1. Form committee
2. Compile “potential list” of teachers with contact information
3. Send letter to other participating chapters for input on potential teachers

December 2½ yrs before

4. Set up spreadsheet for teacher contact information
5. Prepare teacher package
 - a) Email contact
 - b) Introductory letter
 - c) Teacher timeline
 - d) Proposal cover sheet
 - e) Proposal submission information

January 2 yrs before

6. Email teachers on “potential list”
7. Send teacher package to teachers who reply and enter them in spreadsheet.
8. Prepare advertisement for Embroidery Canada, A Needle Pulling Thread, Needle Arts (EGA), Needle Pointers (ANG); apprise EGA online resource for teachers, artists, judges and program committees at <http://www.egausa.org/html/apprize.html>, other?

June 2 yrs before

9. Set up proposal spreadsheet (teacher name; class name; length; technique; type of project; cost; comments)

July, August, September 20 months before

10. Receive and catalogue submissions
11. Update spreadsheet

October 1½ yrs before

12. Meet to make decisions based on guidelines, etc.
13. Prepare proposal to present to Board

November 1½ yrs before

14. Board Meeting - Present teachers’ proposals to board at an online meeting
15. Send out contracts; return any proposals that request it and have sent return postage

January 1 yr before

16. Signed contracts (3) must be received electronically, reviewed and sent to EAC/ACB President for signature and official seal.
17. Once sealed, the contract is distributed as follows:
 - a) EAC/ACB President keeps one copy
 - b) One copy to teacher
 - c) One copy of the contact for foreign teachers to go to the Government Compliance Liaison
 - d) One copy to Seminar Liaison
 - e) One copy to Seminar Committee

February 1 yr before

18. Finished projects to be received for photographing
19. Any changes to class descriptions, kit costs or teacher bios must be received
20. Photographs of the projects, write-ups for courses, and teacher profiles sent to Publicity Committee for brochure.

April 15 1 yr before

21. Projects sent to current seminar for presentation

April 1 yr before

22. Proofing of seminar brochure prepared by Publicity Committee

May 1 yr before

23. Projects displayed at previous seminar
24. Assist Chair with anything needed for presentation
25. Return projects to teachers

July 1 yr before

26. Design and start angel pins and teacher name tags (coordinate with other committee that is making name tags)

September 30 1 yr before

27. Receive a letter from each teacher to their students re: class supplies, pre-stitching, etc. Forward them to Registration Committee.

October 30 1 yr before

28. Mailing to teachers re: copy of brochure, travel info., accommodations, food, free-day activities, etc.

November & December 1 yr before

29. Communicate with Registration Committee about signup lists, cancellations, angels.

February 15 seminar year

30. Letter to teachers with class list, kit reminders, travel information, customs and immigration information, payment, etc. OR regrets on cancellations, etc.

March seminar year

31. Contact Site Committee with room and equipment needs and teacher accommodation and food requirements

32. Kits received from teachers

33. Reimbursement sent to teachers who request it.

34. Contact class angels

35. Arrange time and place for Teachers' Meeting

36. Reconfirm arrangements with Site Committee for classrooms, equipment, accommodations, meal tickets, etc. for teachers

April 15 seminar year

37. Arrange airport pickups

Seminar

38. Meet teachers at airport and arrange for all needs – name tags, information packets, classroom tour, accommodation and food needs, scheduling, fruit baskets, gifts?, etc.

39. Teachers' Meeting prior to opening reception for teachers and angels:

a) Introductions

b) Match up teachers and angels

c) Name tags

d) Emergency procedures

e) Contact lists

f) Routines

40. Seminar classes - Be available for unforeseen circumstances of teachers and angels; have all emergency contact information available.

End of seminar

41. Reimburse teachers

42. Deliver to airport

43. Thank you letters to teachers and angels

44. Final reports sent to Chair

B2. Teacher Request for Proposal Letter

<Seminar Logo>

Dear Prospective Teacher,

The xxxxxxxx will be hosting the annual Embroiderers' Association of Canada, Inc.'s national Seminar 20xx "**xxxxxxxx xxxxxxxx**". *[Add specific Seminar Information]*

Seminar 20xx will be held at xxxxxxxx University in xxxxxxxx, xx from xxx xx to xxx xx, xxxx. We are inviting interested teachers to submit proposals for 4-, 2- and 1-day classes in a variety of techniques and stitching levels.

We are seeking classes in all threaded needle techniques – contemporary as well as traditional – and at all levels of proficiency. Project classes, notebook classes and classes which allow experimentation would be welcome additions, as would instruction in design and colour. We are requesting proposals in all areas of needle arts that would fit this bill, including dyeing, painting, design, etc. at all levels of experience.

If you have any questions about our seminar "**xxxxxxxx xxxxxxxx**" or would like to request a proposal package by mail or e-mail, please contact me. We hope that you will be interested in joining us and we would be pleased to view your proposal(s). ***All proposals must be received by xxxxxxxx xx, xxxx.***

Sincerely,

xxxxxxx xxxxxxxx

Teachers Selection Committee Chair

xxxxxxx

xxxxxxx, xx xxx xxx

Tel: xxx-xxx-xxxx

seminar20xx@eac-acb.ca

B3. Proposal Submission Information

<Seminar Logo>

If selected, the instructor will receive a remuneration of \$400.00 Canadian funds for each full teaching day. A full teaching day is defined as six hours of instruction. Travel, room and per diem will be covered in the contract. Classes will be conducted at xxxxxxxx University, xxxxxxxx, xxxxxxxx where accommodation and meals will be provided.

Proposal Requirements

Instructions must be followed exactly. If information is incomplete or incorrectly prepared, the proposal may not be considered.

- The teaching proposal(s) must be an original design(s) or concept(s) of the teacher submitting the proposal.
- The project must not have been taught or marketed in Canada from the time your contract is signed or for 30 days after seminar. Courses that are chosen may be taught prior to the seminar, one time only, as a pilot course to a small group.
- The Instructor agrees to not teach within 200 miles of the site of seminar for 30 days prior to seminar and 30 days following seminar.
- Proposals may be submitted for four-day, two-day, or one-day classes. More than one proposal may be submitted in each category. Preference will be given to teachers with at least four days of acceptable teaching proposals.

Proposal

E-mail submissions are preferable. Each proposal must be submitted in its own light-weight folder or as an email submission, with a visual image of the class (photo, photocopy, line drawing, etc.) on the cover, and include the following information:

- The EAC/ACB Proposal Summary Sheet (enclosed) filled out completely;
- A biographical resume of 25–50 words to be used in the seminar brochure. It can include needlework education or other qualifications relating to the proposed course, teaching experiences and any specialized area of expertise;
- An accurate and complete course description which would be used in the seminar brochure (100 words or less) outlining the techniques to be taught, level of proficiency required, materials and fibres to be used during the course, class goals, and any other pertinent information;
- A list of kit contents, cost and a student supply list; (If extra supplies provided by the student exceed \$15.00, indicate this and give an approximate cost.)

- Samples of the colour palettes, fibres, patterns, notebook pages, charts, etc., if applicable;
- Colour digital photographs of the completed project as well as close-ups of details and unique techniques. (If the piece is dimensional, photos should show all sides. It may be to your advantage to send the finished piece, although it is not required with the proposal. If sent, please do not include glass or frame.)
- Photographs of the other pieces in the series if the proposed project is part of a series or is similar to other pieces you have taught or plan to teach. (Please include information on where and when they were or will be taught.)
- Any special instructions for return shipping, including return address label, insurance information, and return postage, if applicable.

Sending Your Proposal

It is preferred that all submissions are submitted electronically and that high-quality digital photographs are included.

Please include a covering letter listing the contents of your submission package. It is suggested that your total package fit into one appropriately sized mailing envelope. Please use packaging materials that are reusable. Avoid the use of Styrofoam pellets. If you wish to be notified that your proposal has been received, please include a self-addressed postcard. All submitted materials will be returned. Seminar will be responsible for return postage except in the case of finished pieces. As stated before, email submissions are acceptable and should include all of the requirements as listed above.

Proposals must be received by the Seminar Teacher Committee Chair by xxxxx xx, xxxx. Selections of the classes for “xxxxxxx xxxxxxx” will be made in cooperation with the Board of the Embroiderers' Association of Canada, Inc./Association canadienne de broderie, Inc. Contracts and detailed instructions will be sent to the selected faculty by xxxxxxx xx. See enclosed schedule for details.

Please send proposals to:

xxxxxxx xxxxxxx
 Teacher Committee Chair
 (address) xxxxxxx
 phone xxxxxxx, xx xxx xxx
 seminar20xx@eac-acb.ca

B4. EAC/ACB 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 _____ Prov/State _____ Postal/Zip _____

Contact Information: (phone) _____ (cell phone) _____

(email) _____

A. Class Title: _____

B. Technique: _____

C. Ground material: _____

D. Design Size: _____

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

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

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

H. Kit: estimated kit cost (in Canadian dollars): _____

If kit cost over \$75, please provide list of materials on separate sheet

___ cost is for complete kit (other than stretcher bars, frame or hoop and usual class stitching supplies)

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

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

I. Audio/Visual Equipment Needed: _____

J. Other special classroom needs: _____

K. Prestitching required: ___ Yes: Number of hours: ___ ___ No

L. Homework require ___ Yes Number of hours ___ No

Has this project ever been accepted by another seminar, sold commercially or taught? ___ If yes, please elaborate: _____

B5. Seminar Teacher Considerations

“Name” teachers as a draw or hook to bring attendees

Proximity of teachers to Seminar location – transportation costs are a factor

Can the teacher be used for more than just the 4 days of classes? Free-day class? Forum?

(Forum - 3 days after main Seminar - Is teacher available for this? Or transportation costs minimal if a local teacher and not teacher at Seminar?)

Four-day classes – want 4 or 5 four-day classes

Two-day classes - want 10 -12 two-day classes

Free-day classes – want 2 or 3 one-day classes (host chapter choice; Board approval not required)

Youth class - are we having one?

Canadian content – must have 65% Canadian teachers

Techniques to consider:	2-day classes	4-day classes
Crewel or surface embroidery		
Canvas		
Counted techniques		
Machine Embroidery		
Colour and Design		
Beading		
Mixed Media/Techniques		
Lace		
Other		

--	--	--

B6. Teacher Contract



**Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.**

“SEMINAR 20 – [TITLE]”**

TEAC/ACBHING SERVICES CONTRACT

THIS AGREEMENT IS EFFECTIVE AS OF THE DATE OF SIGNING BY THE INSTRUCTOR

THIS AGREEMENT IS BETWEEN:

The Embroiderers' Association of Canada, Inc./Association canadienne de broderie, Inc.
(EAC/ACB), a federally incorporated company with head office at PO Box 41, RPO
Corydon, Winnipeg, Manitoba, R3M 3S3.

AND:

_____ (Instructor)

Seminar 20XX will be held in *[location]* from XXXX XX, XX to XXXX XX, XX (inclusive dates). A seminar committee in the host community organizes seminar. There is a seminar liaison person on the EAC/ACB Board of Directors.

AS AN INSTRUCTOR AT SEMINAR 20XX, BOTH YOU AND EAC/ACB HAVE AGREED TO THE FOLLOWING:

GENERAL GUIDELINES

1. The Instructor will be a member of the teaching staff at Seminar 20XX and will teach a (one-, two- or four-) day course(s) titled _____.
2. The maximum class size for all courses is twenty students.
3. The Instructor agrees that the teaching proposal must be an original design or concept of the person submitting the proposal. IF the project has been published in a book or magazine or online, or if it has been taught elsewhere in the world, there must be full disclosure. If the project has been taught in Canada previously, other than to a small group, it shall be submitted as an “encore class.” giving details of previous use. The instructor will not teach or market this seminar course(s) within Canada from the time the contract is signed until thirty (30) days following seminar.
4. The Instructor also agrees not to teach in Canada within 300 km of the Seminar site for thirty (30) prior to Seminar and for thirty (30) days following Seminar. Teachers that live within this restricted area are exempt from the mileage restriction. If the teacher is from outside Canada, the teachers agrees not to accept any other teaching assignment without the prior approval of EAC/ACB/ACB.
5. EAC/ACB will notify the Instructor of the number of students registered in the course(s) on or before March 1, 20XX.
6. In order to support the Seminar Boutique and Merchant Night, no selling of goods and services by anyone will take place other than at approved designated areas throughout seminar venue. If a teacher finds material that would be appropriate for the class between the time the class is announced and seminar it is the responsibility of the teacher to notify the student and to make them aware of these items. The student will at that time have the option to purchase from the teacher and have the items included in the kit. EAC/ACB policy states that no embroidery related items will be sold privately by an instructor at a seminar. This includes sales from the Instructor’s accommodation room and from the classroom. The exception to this policy is sales at a Merchant Night held during seminar. The Instructor agrees to provide to the Seminar Committee, no later than February 15, 20XX, either a quality photograph of/or their class project(s) for photography. The class project(s) must also be available for display at the 20XX Seminar. The Instructor further consents to the publication of the photographs by EAC/ACB to promote the Seminar.
7. The Instructor is asked to attend the 20XX Teachers’ Information Committee Meeting on the Registration Day and the Teachers’ Presentation at the Opening Reception.
8. EAC/ACB Members’ contact information provided in the Participants’ List for Seminar 20XX may be used for Seminar purposes only.
9. Should a teacher knowingly violate terms of the Teaching Services Contract, a penalty will be administered by EAC/ACB which may include restriction of the teacher in submitting proposals to future EAC/ACB Seminars for up to five years.
10. The teacher is responsible for ensuring they have purchased sufficient travel/medical insurance when they cross the border into Canada.

11. Teachers from outside Canada will not be admitted to Canada if they have a criminal record even if they have a pardon.

CLASSROOM REQUIREMENTS

1. The Instructor is asked to send to the Seminar Chair(s) a copy of the completed form, as attached, relating to the classroom requirements. A diagram of a preferred room arrangement and a book list for the book boutique is also requested.

Teacher Initial _____

FINANCIAL RESPONSIBILITIES

1. EAC/ACB will pay the Instructor upon the completion of the Instructor's class(es) a fee of CDN \$400.00 for each teaching day, for a total of CDN \$_____.
2. Travel allowance may be claimed for either air or ground transportation connected to Seminar 20XX. Airfare shall be the most feasible economical rate available 2-3 months before the event and may include any associated expenses (e.g. two pieces of checked luggage, parking). Ground transportation is based on 30 cents/km. If the ground travel distance one way exceeds 500 km, one night accommodation each way is allowable, not to exceed \$200.00 total both ways. The total claim for mileage plus accommodations cannot exceed the equivalent airfare (from printed quote) plus associated expenses. Receipts are required for all except mileage. EAC/ACB will share travel expenses if the Instructor has other engagements enroute. The instructor must provide a completed Teacher Expense Form with receipt for all expenses claimed except meals.
3. Meals are given at a rate of \$40.00 per day without receipts. Any provided meals (AGM luncheon and banquet) will be deducted from this rate as follows: breakfast \$8.00, lunch \$12.00, dinner \$20.00. One meal is allowed on either side of arrival or departure. This per diem can be prepaid.
4. The Seminar Committee will collect kit fees from registrants. EAC/ACB will pay the Instructor the kit fee for the course(s) on the basis of one kit fee per student registered in the course(s).
5. Location tours and other seminar activities, including courses from other instructors, are offered during seminar. An instructor is to pay the appropriate fees for such activities according to the information in the registration brochure and will need to pre-book any such activities. Tickets for the opening reception, AGM luncheon and seminar banquet will be provided free of charge to all instructors who will be teaching during those sessions.

CANCELLATION POLICY

1. In the event of illness or other emergency occurring after March 1, 20XX, which results in the Instructor not being able to teach at the seminar, the Instructor will supply teaching plans and Materials to an EAC/ACB approved substitute teacher. EAC/ACB retains the right to either cancel the class or to have the class taught during seminar week, provided a qualified instructor in the technique is available. If a substitute teacher is used, the substitute instructor receives \$325.00 per day for days in the classroom. The designing instructor receives \$75.00 per day of the teaching fee as compensation for the use of the design, as well as the kit costs.

2. EAC/ACB and the Seminar Committee may cancel a course(s) if the number of registrants for the seminar is insufficient to support all proposed courses. Notice to the Instructor will be sent by EAC/ACB no later than March 1, 20XX, by telephone or e-mail. Notice is to be confirmed by double-registered mail, at which time this Agreement shall be terminated. EAC/ACB will not be responsible for any preparatory costs incurred by the Instructor in the event that the course(s) is cancelled.
3. In the event that the course(s) is cancelled, the Instructor will not assign this Agreement to another instructor except with the written consent of EAC/ACB/ACB.

TERMINATION OF CONTRACT

1. This contract may be terminated by either party on 60 (sixty) days written notice sent by registered mail fax, or email to the addresses below and followed with confirmation that it has been received

Teacher Initial _____

Address 1: The Embroiderers' Association of Canada, Inc.,

c/o _____

(Seminar Chair)

(Address)

(Email)

Address 2: Instructor:

(Instructor's Name)

(Address)

(Email)

LIABILITY FOR EAC/ACB

1. EAC/ACB is not to be held responsible for any loss, injury, accident, or other damage to person or property sustained by the Instructor in connection with travel to or attendance at the seminar.

EAC/ACB and the Instructor have signed this agreement on the dates indicated,

effective _____ (date Instructor signs the agreement)

Date _____

Instructor _____

(signature)

(print name)

Witness _____

(signature)

(print name)

Address of witness _____

THE CORPORATE SEAL of the Embroiderers' Association of Canada, Inc./Association canadienne de broderie, Inc. is placed hereon:

Date _____

EAC/ACB President _____

(signature)

Seminar Co-chair _____

(signature)

B7. Classroom Equipment

<Seminar Logo>

The following classroom equipment is requested for

(class # and name)

If the requirements vary for each day of the workshop, please indicate:

Every Day *First Day* *Other* _____

Blackboard/chalk _____

Electrical outlets/ extension cords _____

Flipchart _____

Overhead Projector/Screen/Electronic Devices/ Slide Projector/ TV/DVD

Sink/Water _____

Iron/Ironing Board _____

Other (please specify)

Please send a diagram of your preference for table/room arrangements. Please indicate the required workspace for each student.

The required display space for instructional materials should be:

Please list any book which you would like to have available for your students at Stitcher's Boutique. Please give title, author, and publisher.

B8. Teacher Acceptance Letter

<Seminar Logo>

[Date]

Dear xxxxxxx,

On behalf of the Seminar Teacher Committee, I would like to thank you for your proposal submission(s) for xxxxxxx xxxxxxx.

I am very pleased to inform you that you have been selected as an instructor for this event. Three copies of the EAC/ACB contract for each accepted class are enclosed with this mailing for your signature. I have also enclosed a revised copy of the Teacher Time Line for your review so that, before signing the contract, you can ascertain that you are able to meet all the calendar requirements, both preceding and including Seminar. If you have any questions about the Timeline, please let me know. Any additional proposals which you had sent by mail originally are also enclosed with this mailing.

Please give all aspects of the contract your careful attention then initial each page and sign and return all pages electronically for each accepted class to me by xxxxxxx xx, xxxx. You will note that a witness is required for your signature; this can be a friend, not a family member, and the signature need not be witnessed by a notary. When the contracts are returned, they will be forwarded to the EAC/ACB President for her signature and a copy will be returned to you by xxxxxxx xx, xxxx for your files.

I look forward to working together with you to make xxxxxxx xxxxxxx a successful Seminar and your visit with us a pleasurable one. If you have any questions, please don't hesitate to contact me.

Sincerely yours,

xxxxxxx xxxxxxx
Seminar 20xx Teacher Committee
xxxxxxx
xxxxxxx, xx xxx xxx
Seminar20xx@eac-acb.ca

B9. Teacher Rejection Letter

<Seminar Logo>

[Date]

Dear xxxxxxxx,

On behalf of the Seminar Teacher Selection Committee, I would like to thank you for your proposal submissions for xxxxxxxx xxxxxxxx.

I regret to inform you that your proposals were not accepted at this time. The response to our Call for Teachers yielded xxx proposals, making the Selection Committee's task a demanding and difficult one, especially in light of the requirement to provide a variety of techniques at all skill levels.

We do hope that you will consider submitting proposals to future EAC/ACB Seminars. The quality of your work is excellent and we would have loved to have been able to choose all of the wonderful submissions. We will be looking forward to seeing more from you in future years.

Your proposal submissions are being returned with this mailing. If you have any comments or questions, please do not hesitate to contact me.

With sincere thanks,

xxxxxxx xxxxxxxx

Seminar 20xx Teacher Committee

xxxxxxx

xxxxxxx, xx xxx xxx

seminar20xx@eac-acb.ca

B10. Seminar Teacher Checklist

Name: _____

Address: _____

City _____ Prov/State _____ Country _____ Postal/Zip _____

Tel: _____ Cell: _____

E-mail: _____

- Yes No Teacher Biography for inclusion in Seminar Brochure
- Yes No Workshop Description for inclusion in Seminar Brochure
- Yes No Current Personal Photo for inclusion in Seminar Brochure
- Yes No Project Photo

Non-Canadian Teachers:

- Yes No Proof of Travel/Medical Insurance
Letter for Border mailed by Seminar Committee
- Yes No R105 Tax Waiver Application – 15% Teaching Fee will be withheld if teacher
has not provided applicable Tax Waiver from Revenue Canada

Teacher Accommodation and Meals

_____ Arrival Information (date, time, flight)
_____ Departure information (date, time, flight)
_____ Name of preferred roommate
_____ Special Needs (food allergies, etc.)

Other information



B11. Schedule of Important Dates for Teachers

These dates count down the two years previous to a May EAC/ACB Seminar. (Fill in the exact dates)

Two Years Previous

Date	Activity
September 30	All proposals must be received by the Seminar Teacher Committee Chair. Proposals received after this date will not be considered.
November 30	After EAC/ACB Board meeting, contracts, printed on EAC/ACB letterhead, mailed/emailed to accepted Teachers for signature. All teachers notified of class status (accepted/rejected)
December 30	Signed contracts must be received by the Seminar Teacher Committee Chair.
January 30	Copy of signed contract and list of faculty sent to each teacher
February 30	Class projects must be received by the Seminar Committee for photography and display at the next Seminar
April 1	Any changes that need to be made to the class description, kit cost, and biography must be received by the Teacher Committee Chair.

One Year Previous

Date	Activity
June 1	Project returned to teachers (if required)
October 1	Copy of brochure mailed/emailed to teachers A letter/email regarding travel, accommodation, free day activities, etc. will be sent to teachers A letter "To the Student" regarding class supplies, pre-stitching, etc. must be received by the Seminar Teacher Committee Chair.
January 30	Cancellation of classes that do not fill. Class rolls mailed/emailed out.
March 1	Final deadline for the cancellation of classes.
April 1	Kits shipped to Seminar Teacher Committee Chair. Teachers who request it, may be reimbursed up to 50% of their travel costs, if they have booked their own ticket, and up to 100% of kit costs when the kits are received at least 30 days in advance by the Seminar Teacher Committee.

B12. Class Cancellation Letter

<Seminar Logo>

<Date>

Hello xxxxxxx,

The Teacher Committee and the Registration Committee met yesterday to look at the registration numbers for the classes for EAC/ACB Seminar xxxx. As a result of insufficient enrolment, a couple of classes must be cancelled. I am sorry to say that your class #xxx, "Class Title" is one of those classes.

I was really looking forward to seeing the projects but this is a business decision that needed to be made.

I strongly encourage you to submit proposals for upcoming EAC/ACB Seminars. So many factors play into class choices each year, including location and differences in timing that a lack of sufficient enrolment in a particular class one year really has no bearing on choices for another year. The Call for Teachers is now out for the xxxx xxx Seminar in xxxxxxx and a Teacher Package can be obtained from xxxxxxx. The closing date for those applications is xxxxx xx, xxxx.

It has been a pleasure working with you and I hope to meet you one day,

xxxxxxx xxxxxxx

Seminar xxxx Teacher Committee

B13. Class Confirmation Letter

<Seminar Logo>

<Date>

Hello xxxxxxx,

The Teacher Committee and the Registration Committee met yesterday to look at the registration numbers for the classes for EAC/ACB Seminar xxxx. We are pleased to inform you that your class #xxx "Class Title" will be held. Enrolment at the moment is xxxxx students, but this number may change. I will give you a final number by the first week of March.

I will soon be sending you information on Seminar and a few other items. You can see the Seminar brochure on the EAC/ACB website (www.eac-acb.ca).

I would ask you to start looking at transportation to Seminar. If coming by air, you will need to arrive in xxxxxxx, xxxxxxx no later than early afternoon on xxxxxxx, Mon xx and leave no earlier than evening (say 7pm) on xxxxxxx, xxx xx. I suspect that it will need to be xxxxxxx arrival and xxxxxxx departure because of airline scheduling. If you wish to add time at either end of your class, I can help you with arrangements. We ask that you pick the most economical options. There will also need to be some government paperwork and I will send that to you very soon.

If you have any questions any time, please email me

xxxxxxx xxxxxxx

Seminar xxxx Teacher Committee

B14. Class Angel Information - Teachers/Angels Meeting Letter

Thank you for offering to be a Class Angel for Seminar
XXXX.



You will meet the Teachers just before the Opening Reception on [Day of Week, Mon dd.] The meeting is from [time] in the xxxxxxx in xxxxxxx [location]. At that time, we will discuss any problems and answer any questions. You will receive your packet with certificates, evaluation forms and other information. You will also be given an Angel Pin which we hope you will wear proudly. They were made by xxxxxxx.

Class Days

On class days you are asked to **help the Teacher** with any setup, cleanup or anything else that she needs.

1. You will pick up any announcements and the daily **Snack Basket** at Seminar Central (xxxxxxx in xxxxxxx) before class and drop the empty basket back there after class. Snacks for both morning and afternoon are in the daily basket. Seminar Central opens at 8:00 each morning. *[insert applicable information]*
2. You will have the **Class List** and be asked to take attendance each day.
3. Introduce the instructor at the beginning of class and thank her on behalf of the group when the course is finished.
4. You will have a copy of the **Emergency Procedures** Information and we ask that you familiarize yourself with that document.
5. You will see that the Teacher signs the **Certificates** before she gives them out on the final afternoon.
6. *[Other information, as needed]*
7. You will have **Evaluation Forms** which are to be given out on the last afternoon of your class and gathered up at the end of class to return to Seminar Central.

Thank you again for volunteering for this important job. If you have any questions, please don't hesitate to contact me.

xxxxxxx xxxxxxx
Teacher Committee

XXXXXXXXXXXXXXXXXX					
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Embroiderers' Association of Canada, Inc.
Association canadienne de broderie, Inc.

B16. Sample Class Certificate

Seminar Logo

Congratulations

This is to certify that

<<**Student's Name**>>

has completed a XX-day class in

<<**Class Title**>>

<<City, Province>>

<<Seminar Dates>>

<<Teacher's Signature>>

<<Teacher's Name>>

Appendix C - Finances

C1. Sample Seminar Teachers Budget

EXPENSES

Teachers			
	Fees		
	\$ per day x 4 days x # teachers =		
	\$ per day x 2 days x # teachers =		
	\$ per day x 1 day x # teachers =		
		Total Teacher Fees	
	Accommodation		
	\$ per night x 6 nights x # of 4-day teachers =		
	\$ per night x 3 nights x # of 2-day teachers =		
	\$ Per night x 1 night for guest speaker =		
		Total Accommodation	
	Meal allowances		
	\$ Per day x 4 days x # teachers =		
	\$ Per day x 2 days x # teachers =		
	\$ Per day x 1 day x # teachers =		
	=		
	Reception: \$ cost x # teachers =		

	AGM Luncheon: \$ cost x # teachers =		
	Banquet: \$ cost x # teachers =		
		Total Meal Allowance	

Miscellaneous Expenses			
	Travel – all teachers		
	Teachers' gifts		
	Name tag supplies		
	Kit costs		
		Total MISC	
		TOTAL TEACHER EXPENSES	

C2. Sample Seminar Operations Budget

Operating Expenses

Office expenses			
	Seminar Central room rental		
	Phone/Fax		
	Postage		
	Photocopying		
	Logo design		
	Newsletter printing		
	Stationery, envelopes, receipt books		
	Toner cartridges for printers, faxes		
	Bank charges		
		Total Office Expenses	
Associated expenses			
	Seminar Chair travel to preceding seminar		
	Food, accommodations for Seminar Chair at EAC/ACB Spring board meeting preceding Seminar		
		Total Associated Expenses	
Accommodation and meals			
	Seminar chair for current seminar		
	EAC/ACB President		
		Total Accommodation	

Publicity			
	In store advertising and handouts		
	Paid advertising (if any)		
		Total Publicity Expense	
Registration			
	Registration kits		
	Seminar booklet		
		Total Registration Expense	
Class Expenses			
	Room rentals		
	Audio/visual/room supplies		
	Certificates		
	Coffee breaks		
		Total class expenses	
Opening Reception			
	Food (include taxes, gratuity)		
	Room rental		
	Guest speaker		
	Podium/microphone rental		
		Opening Reception Expenses	

Annual General Meeting			
	Luncheon (include taxes, gratuity)		
	Room rental		
	Podium/microphone rental		
		Total AGM Expenses	
Banquet			
	Dinner (include taxes, gratuity)		
	Room rental		
	Shuttle buses, if necessary		
	Miscellaneous (place cards, flowers)		
		Total Banquet Expenses	
EAC/ACB Members; Exhibit			
	Room rental		
	Equipment rental – display boards, tables, etc.		
	Miscellaneous costs - signs, hooks, string, etc.		
	Certificates for award winners		
	Ballots		
		Total Members' Exhibit Expenses	

Free Day Activities and Merchandise sales	Room rentals Stitchers' Boutique Merchant's Night Classrooms		
	Tour A Cost		
	Tour B Cost		
		Total Free Day Expenses	
Favours			
	Registration favour		
	Luncheon favour		
	Banquet favour		
	Favours for other class days (2 or more)		
	Seminar pins		
	Cost of donations		
	GST charged for parcels sent across U.S. border		
		Total Favours Expense	
Fundraising kits			
	Cost for supplies. packaging and mailing		
		Total Fundraising Expense	
Refunds	Cancellations	Total Refund Expense	

		TOTAL OPERATING EXPENSES	
--	--	---	--

C3. Sample Seminar Income Budget

Class fees			
Free day class fees			
Free day activity # 1 fees			
Free day activity # 2 fees			
Free day dinner			
Teachers' kit fees			
Stitchers' Boutique booth rental			
Merchant Night table rental			
Fundraising: sale of kits			
Fundraising: sale of pins			
Cancellation fee income			
Merchant Night sales income			
Advertising income			
Members' Exhibition income			
Income from new memberships			
Bank interest			
Income from Board to repay expenses (EAC/ACB President's room, EAC/ACB Board meeting room and meals and AGM luncheon room)			
Grants			

	TOTAL INCOME		
		TOTAL EXPENSES	
		PROFIT/LOSS	

C4. Teacher Account Form

For use of Teacher Committee/Treasurer

Name:

Class Title(s):

Days Teaching: ***

Description	Paid by Teacher	Paid by Seminar	Owed to Teacher
Transportation			
Airfare (Flights, *****)			
Date**** - \$\$\$\$\$			
Luggage ****			
Accommodations			
**** nights @ *****			
Food <i>(one meal on travel days before and after seminar)</i>			
Meal card BK **@ ***= ***			
LU ** @ *** = ***			
DN **@ ***= ***			
Meal Allowances			
Teaching Fee			
** days @ \$***			
Kits			
** @ ****			
Other			

Reception -***			
AGM - ***			
Banquet -***			
Show - ***			
Tour - ***			
Totals			
Less Prepaid Amounts			
Tax withheld			
Balance Paid by _____ (enter payment method)			

C5. Teacher Expense Form

for use of Teacher

Name (print)	Class Title(s)		
Date	Number of Class Days		
Description	Quantity	Unit Price	Cost
Teacher's Fees (\$400.00/day for 5, 4, 2, or 1 day)		\$400.00	
Meals not covered by Meal Card ()			
Teaching Kits:			
Traveling Expenses: receipts required for all items			
Airfare			
Other travel expenses (be specific):			
Miscellaneous (explain)			
LESS: Travel advance already paid			
Teacher Signature	Total		

. All expenses are paid in Canadian funds.

If you have any questions regarding this expense form, please contact xxxxxxx xxxxxxx at xxx-xxx-xxxx or e-mail xxxxxxx@xxxxxxx.

C6. Teacher Travel Advance Request

From:			
Date:			
Description	Quantity	Unit Price	Cost
Total			

Please request a travel advance, if one is needed, from xxxxxxx xxxxxxx at xxxxxxx@xxxxxxx. Cheques will be sent promptly and will be taken off your payment when actual travel receipts are submitted. All expenses are paid in Canadian funds.

If you have any questions regarding this expense form, please contact me at xxx-xxx-xxxx or e-mail me at the above address.

Sincerely yours,

xxxxxxx xxxxxxx

Appendix D - Registration

D1. Sample Registration Form

Seminar XXXXX Registration Form

Personal Information

Name: _____

EAC/ACB Membership #: _____ Chapter Name: _____

Address: _____

City: _____ Prov /State: _____ Postal/Zip Code: _____

Email: _____

Home phone: (____) _____ Cell phone: (____) _____

Emergency Contact Name: _____ Phone: (____) _____

Is this your first Seminar? Yes No

Would you like your name and contact info in the participants' list? Yes No

Would you like to be a class angel? Yes No

Do you have any special needs? (Please specify separately: food, allergy, mobility, etc.)

Yes No

Class Selections (Please choose three class choices, in order of preference)

Four-Day Classes- May XX-XX and XX-XX, 20XX

1st Choice Class # _____ Title _____

2nd Choice Class # _____ Title _____

3rd Choice Class # _____ Title _____

Two-Day Classes – May XX-XX, 20XX

1st Choice Class # _____ Title _____

2nd Choice Class # _____ Title _____

3rd Choice Class # _____ Title _____

Two-Day Classes – May XX-XX, 20XX

1st Choice Class # _____ Title _____

2nd Choice Class # _____ Title _____

3rd Choice Class # _____ Title _____

One-Day / Free-Day Classes – May XX, 20XX

1st Choice Class # _____ Title _____

2nd Choice Class # _____ Title _____

Free-Day Tours - May XX, 20XX

1st Choice Tour # _____ Title _____

2nd Choice Tour # _____ Title _____

Classes

One 4-day or Two 2-day (includes opening reception, AGM luncheon & banquet) \$ 525 _____

One 2-day (May XX-XX) (includes opening reception & AGM luncheon) \$ 265 _____

One 2-day (May XX-XX) (includes banquet) \$ 265 _____

_____ One 2-day class & 2 days stitching (includes opening reception, AGM luncheon & banquet)\$ \$ 430

_____ Free-Day Class (May XX) \$ 115 _____

Stitching Only

Stitching only - 4 days (includes Opening Reception, AGM Luncheon & Banquet) \$ 350 _____

Stitching only – 2 days (May XX-XX) (includes Opening Reception & AGM Luncheon) \$ 200 _____

Stitching only – 2 days (May XX-XX) (includes Banquet) \$ 200 _____

Free-Day Tours, Friday, May XX

Tour 1: Take Time to Smell the Flowers \$ XXX _____

Tour 2: Take Time to Smell the Flowers \$ XXX _____

Tour 3: Take Time to Smell the Flowers \$ XXX _____

Tour 4: Take Time to Smell the Flowers \$ XXX _____

Extra Tickets

Opening Reception (Tuesday, May XX) \$ 30 _____

AGM Luncheon (Wednesday, May XX) \$ 35 _____

Banquet (Saturday, May XX) \$ 65 _____

Other Costs

EAC/ACB Membership (Canadian non-members) \$ 40

_____ EAC/ACB Membership (United States non-members) \$ 50

EAC/ACB Membership (International non-members) \$ 60

Merchant Night Table Rental (May XX) \$ XX _____

Total Fees \$ _____

Payment Schedule

I am paying my deposit by: Cheque Money Order Online Payment

Remaining balance plus kit fees are due XXXX XX, 20XX, and will be invoiced with your confirmation.

I am paying my balance by: Cheque Money Order Online Payment

Please make cheques or money orders payable to "Seminar 20XX." All fees must be paid in Canadian funds

Mailing & Contact Information

Mail form and fees to: <Name>, Registrar Seminar 20XX, <Mailing Address>

OR complete your registration online at eac-acb.ca/seminar20XX (work with EAC/ACB Communications to set this up early)

Please direct comments or questions about your registration to XXXXXXXXXXXXX@eac-acb.ca.

D2. Sample Student Confirmation Letter

This letter should be emailed to participants in January and include the following items:

1. List the confirmed class(es) with the date, class number and class name
2. Accommodation and meal plan information and request form (if applicable)
3. Supply list(s) for class(es)
4. Account information and a reminder that all kit fees will be due with the final payment.
5. Final payment date is 10 weeks prior to seminar.
6. Receipts of the payments that have been received.
7. A Merchant Night agreement if one has been requested.
8. List all the free-day activities and indicate the ones the registrant is taking
9. Fundraiser information
10. Reminder of the date for entries in the Members' Exhibition.
11. A site map of the seminar location, parking information, and directions to the conference site from the airport or major highways.
12. Hours and location of seminar registration desk, information about the opening reception. any meetings planned during e.g. regional meeting, joint presidents' meeting, youth meeting, Virtual Threads meeting and special interest sessions.
13. Participants are not permitted to sell goods or services except at Merchant Night and at board sanctioned tables at Seminar Central.
14. Any chapter wishing to sell merchandise at EAC/ACB table at Seminar Central may do so with permission from??

D3. Sample Members' Exhibition Entry Form

Personal Information (please print clearly)

Name: _____

EAC/ACB Membership #: _____ Chapter Name: _____

Address: _____

City: _____ Prov /State: _____ Postal/Zip Code: _____

Email: _____

Home phone: (____) _____ Cell phone: (____) _____

Entry Specifics

Please read the criteria and guidelines for the EAC/ACB Members' Exhibition on the website. Mark an "X" to indicate the category you wish to enter (one category per form).

Original Design Award: Professional Non-Professional

Pulled Thread Award

Education Display

Exhibition Only

Seminar Theme Award

Youth Exhibit: <12yrs. 13-21yrs.

Viewers' Choice Award

Seminar Group Project Award - additional form required

Leonida Leatherdale Award

EAC/ACB Board Challenge

Name of Entry: _____

Estimated Value of Entry: \$_____

Source of Design: original adaptation chart kit workshop

The following information is required to help plan the layout of the show:

Size of Entry: height: _____ width: _____ depth: _____

Provide a brief description of entry and techniques used:

Return Preferences

Return instructions for entry (select preferred method of return)

Personal pick up – only with a receipt

Canada Post (include return postage)

Other, please specify: _____

Member's Exhibit Reproduction Permission

Unofficial photography of exhibits is not permitted. EAC/ACB will handle entries with all care and obtain insurance for the exhibition and for all entries. All Members' Exhibition Seminar 20XX entrants must check the following two statements to indicate their acceptance of those conditions.

I agree that EAC/ACB may photograph my entry for EAC/ACB promotional purposes.

I agree that I will not hold EAC/ACB responsible for lost or damaged items.

Mailing & Contact Information

Please send a copy of this entry form and mail with a PHOTOGRAPH of embroidery to:

<Name>, Registrar Seminar 20XX, <Mailing Address>

OR complete your entry form online at eac-acb.ca/seminar20XX (*work with EAC/ACB Communications to set this up early*) and email your form and a PHOTOGRAPH of embroidery to:

20XXexhibition@eac-acb.ca

Deadline Reminders

Deadline for the Seminar Group Project Award - Intent to Submit form is February XX, 20XX.

Deadline for Members' Exhibition Entry forms, with a PHOTOGRAPH of embroidery, is April XX, 20XX.

Deadline for shipped embroidery entries, with a copy of your entry form, is May XX, 20XX.

D4. Sample Group Display Forms

Group Project Display at an EAC/ACB Seminar Members' Exhibition

Title of Group Display: _____

(This document will be displayed at Seminar Members' Exhibition with your pieces)

Theme or project chosen	
Pattern or original design? If original, give source of inspiration or design and attach photo if possible	
Explanation of choice of theme or project	
Criteria and/or restrictions for the theme chosen	
Description of project undertaken: Include methods used, techniques and materials used.	
Group leader/ coordinator # of guild participants / entries (separate sheet for participant names)	
Additional details: a. indicate if pieces will lay flat or be hung together b. dimensions of individual pieces and overall dimensions of whole display, if pieces.	
Miscellaneous	

Group Project Display – Participant List

(This document will **NOT** to be displayed at Seminar Members' Exhibition)

Designated Coordinator of the Entry

Chapter Name/s and Location/s

1. _____
2. _____
3. _____
4. _____
5. _____

Participant Names

#	Name	Signature	EAC/ACB Membership Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

12.			
-----	--	--	--

Photo/s of the entries must accompany this form. See section 4, Group Award Procedures found in Your EAC/ACB under forms (found at the bottom of the main web page).

Group Project Display Reproduction Permission

Permission is given for official photography for use by EAC/ACB/ACB. I give permission for EAC/ACB to use the above-named entry for promotional purposes.

While all due care will be taken with entered pieces, EAC/ACB assumes no responsibility for lost or damaged items.

Group Coordinator's Signature: _____

Date: _____

Appendix E – Merchants

E1. Stitchers' Boutique Agreement

It is agreed that the Embroiderers' Association of Canada, Inc./Association canadienne de broderie, Inc. Seminar 20XX Committee will provide 2 chairs and 2 tables for four days at \$_____ and _____ extra tables at \$_____ per table for:

Name: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

at the Sticthers' Boutique to be held at _____ in the

_____ (Location) _____ (Room)

The Sticthers' Boutique will be held at the following times:

_____	_____	_____	for set up
(Day)	(Date)	(Time)	
_____	_____	_____	open
(Day)	(Date)	(Time)	
_____	_____	_____	open
(Day)	(Date)	(Time)	
_____	_____	_____	open
(Day)	(Date)	(Time)	
_____	_____	_____	open
(Day)	(Date)	(Time)	
_____	_____	_____	dismantle
(Day)	(Date)	(Time)	

Please sign and return this agreement with payment by _____.
(date)

All cheques are to be made payable to Seminar 20XX and forwarded to:

(Name)

(Address)

(City)

The Seminar 20XX Committee and the Embroiderers' Association of Canada, Inc., are not responsible for losses due to fire, theft, or any financial loss on the part of the Sticthers' Boutique participants.

This agreement is confirmed between

Merchant: _____ Date _____

(signature of merchant)

(date)

and

Seminar 20XX Committee: _____

Date _____

(signature of Seminar Chair)

(date)

Cheque enclosed for \$ _____

Please keep a copy for your records.

E2. Merchant Night Sample Agreement

It is agreed that the Embroiderers' Association of Canada, Inc./Association canadienne de broderie, Inc. Seminar 20XX Committee will provide 2 chairs and ½ table at \$_____ per ½ table and/or _____ full table(s) at \$_____ per table for:

Name: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

at the Merchant Night to be held _____

(day and date)

from _____ to _____ at the _____ in the
(time) (location)

_____.

(room)

Please sign and return this agreement with payment by _____

(date).

All cheques are to be made payable to Seminar _____ and forwarded to:

(name)

(address)

(city)

The Seminar 20XX Committee and the Embroiderers' Association of Canada, Inc./Association canadienne de broderie, Inc. are not responsible for losses due to fire, theft, or any financial loss on the part of the Merchant Night participants.

This agreement is confirmed between

Merchant: _____ Date _____

signature of merchant

and

Seminar 20XX Committee: _____ Date _____

signature of Seminar Chair

Cheque enclosed for \$ _____

Please keep a copy for your records.

E3. Information Letter for Seminar Merchants

This letter should be sent to the merchants interested in participating in either the Stitchers' Boutique or Merchant Night. The following items should be included:

1. The name of the host chapter and EAC/ACB as the sponsor
2. The dates seminar will be held
3. The location
4. Information about the participants; number expected to attend
5. Explain how stitchers are always looking for the latest in stitchery and embroidery items
6. Book and supply lists related to the courses being taught will be provided to the merchants after the contract is signed
7. The location and hours of operation for the boutiques
8. The number of tables provided for each merchant selling in the boutiques and the cost of additional tables, if available
9. The location, date and time for the Merchant Night with a brief description of the event and the cost per table
10. The name of the contact person for these events

Appendix F – Publicity

F1. Brochure Standardized Text

Seminar 20XX Registration Guidelines

Registration begins on September 1, 20XX, by mail or online. Registration and additional forms are available online at eac-acb.ca/seminar20XX.

All registrations postmarked or received by November 15, 20XX, will be treated equally for preference of classes.

Please register early to avoid disappointment.

Classes not having adequate registration by January 25, 20XX, will be cancelled.

Registration is open to all members of EAC/ACB/ACB. If you are not already a member, simply submit the membership fee along with your pre-registration fee.

All cheques or money orders must be in Canadian funds and made payable to "Seminar 20XX." Online payment is accepted.

Class assignments will be sent electronically or mailed by February XX, 20XX. Every effort will be made to place you in the class(es) of your choice.

Registration fees are stated on the registration form and include classes, opening reception, AGM luncheon, and the banquet. The registration fee for partial registrants will include the class(es), and either the opening reception and AGM luncheon or the banquet.

The **pre-registration fee** of \$100 includes a \$XX non-refundable deposit and must accompany the registration form. Any membership fees must be paid in addition to the deposit.

Full payment including kit fees, must be received by March 1, 20XX, to guarantee your registration. An invoice will be sent to you with your registration confirmation showing the balance owing, including kit fees. Payment may be made by personal cheque, money order, or online.

Cancellation must be received by March 1, 20XX, for a full refund, less the \$XX deposit. There will be no refunds after the cancellation date. In the event that EAC/ACB cancels a class after the cancellation date, participants will be offered another class choice or a refund.

However, an individual requesting a refund for compassionate reasons must do so in writing (electronic or paper) before May XX, 20XX directly to the EAC/ACB President who will present it to the Board to consider a refund (less the \$XX deposit). The Board should make this decision within a month of the end of seminar or before the fiscal year end at the latest.

Please read the class descriptions carefully as photographs do not show exact details. We have tried to describe each class thoroughly. Please rely on the description as your primary guide in choosing a class.

Please note that infants and children are not permitted in classes.

Cell phones must be muted while attendees are in class.

We ask that you respect those who are scent sensitive and avoid all scents including perfumes, fragrant soaps, shampoos and lotions.

Closure of registration is March 1, 20XX. After March 1, any requests for registration will be at the discretion of the Seminar Committee in consultation with the instructors.

Choosing Your Classes:

1. Please read course descriptions carefully.
2. Rely on the description and level as your guide.
3. Photographs are helpful, but may not be exact.
4. We have tried to describe each class thoroughly.
5. We are not responsible for lack of success if a chosen course is beyond the registrant's proficiency.

Please direct comments or questions about your registration for Seminar 20XX to 20XXregistration@eac-acb.ca.

Seminar Grant

Each year EAC/ACB awards three \$500 grants to assist members to attend Seminar.

1. East (Atlantic-Central Region)
2. West (Prairie-Pacific Region)
3. First-time seminar attendee

The application and criteria can be found on the EAC/ACB website at eac-acb.ca/grants.

Deadline for submissions is November 1, 20XX.

Members' Exhibition: Awards & Categories

Complete award details and requirements are available online at eac-acb.ca/awards.

The Members' Exhibition is a display of recent embroidery by EAC/ACB members. Any one piece may only be entered in one category. Each entry requires a separate entry form.

EAC/ACB Awards

Check the requirements for these awards carefully. Enquiries should be directed to the Education Director (education@eac-acb.ca).

Past winners of the Original Design Award and the Pulled Thread Award may not enter the same category in the two years following their win.

Separate application packages for the Original Design Award and the Pulled-Thread Award are available on the EAC/ACB website or from the Education Director (education@eac-acb.ca).

The award application forms must be received by the EAC/ACB Education Director (education@eac-acb.ca) by XXXX XX, 20XX.

The members' exhibition entry forms must be received by the Seminar Committee (XXXXXX@eac-acb.ca) by XXXX XX, 20XX.

Original Design Award (Professional and Non-Professional Divisions)

This award is based on an original embroidery with documentation to show the design process.

Pulled Thread Award

This award is for a pulled-thread embroidery.

Display Only

Exhibition Only

This category is open to all current EAC/ACB members and Seminar 2018 instructors who would like to display their embroidery.

Education Display

Members who have completed EAC/ACB correspondence courses are invited to submit all material prepared in the course of their study for exhibition during Seminar.

Seminar Awards

Seminar Theme Award

The Seminar Theme Award is chosen by popular vote by EAC/ACB members attending the Members' Exhibition. This competition is for original designs based on the seminar theme, "XXXXXXXXXXXXXXXXXXXX"

Each entry must be accompanied by a statement of one page or less outlining the development of the design. This statement will be displayed with the piece.

Viewers' Choice Award

The Viewers' Choice Award is chosen by popular vote by EAC/ACB members and members of the public attending the Members' Exhibition. Entries must be worked with a threaded needle, have been completed within three years of Seminar 20XX and not have been entered in any previous national EAC/ACB exhibition.

Seminar Group Project Award

This award was developed to acknowledge groups working together on a single project or on individual pieces that form a group presentation. The projects need not be an original design.

The Seminar Group Project Award is chosen by EAC/ACB members and members of the public in attendance at the EAC/ACB Members' Exhibition.

The Seminar Group Project Participant Form and the Seminar Group Project Display Entry Form must be received by the Seminar Committee (XXXXXXX@eac-acb.ca) by XXXX XX, 20XX.

Members' Exhibition: General Guidelines

General Criteria for All Entries

Only EAC/ACB members are eligible to exhibit embroideries. You are not required to attend seminar to be an exhibitor.

Check all category requirements carefully. Each entry must be worked with a threaded needle, and must not have been shown at a previous seminar. The member entering the embroidery must have stitched the piece being entered. Any member may have embroidery displayed in the "Exhibition Only" category.

Instructors who are teaching at Seminar 20XX are not eligible to enter the "Viewers' Choice Award" or "Seminar Theme Award" categories. They may enter the "Exhibition Only" category.

Exhibition Entries

1. It is recommended that embroideries with glass be hand delivered.
2. The piece must be appropriately equipped for hanging or display. The Exhibition Committee is not able to supply display equipment.
3. Marks identifying the stitcher will be covered until voting has been completed.
4. Receipts for entries will be issued. These are required when claiming pieces after the close of the Members' Exhibition.
5. Official photographs will be taken of all entries for use by EAC/ACB and the host guild. Unofficial photography of exhibits is not permitted.

Exhibition Entry Forms

Entry forms and a colour photograph of the entry must be received by the Seminar Committee by XXXX XX, 20XX. Late entries will not be accepted. Include a copy of your entry form with your embroidery.

Mail: <name, mailing address>

Email: XXXXXXXXXXXX@eac-acb.ca

Entry Shipping Instructions

Shipped entries must:

1. arrive in a reusable box
2. include a copy of the entry form
3. include return postage and insurance
4. include a self-addressed return label

Please have your identification on all packing materials. You will be advised via email (or include a self-addressed postcard) when your piece arrives.

The Seminar Committee is not responsible for loss or damage.

Shipped entries to arrive no earlier than XXXX XX, 20XX and to arrive no later than XXXX XX, 20XX.

Ship entries and a copy of your entry form to:

<name, mailing address>

Entries Delivered in Person

Pieces being delivered in person must include a copy of the entry form.

Entries must be dropped off at the designated location on Tuesday, XXXX XX, 20XX, between XX:XX and XX:XX p.m. Location information will be available at registration.

F2. Seminar Etiquette

(permission given to use by seminars)

Please make yourself familiar with and try to always respect the following rules of Seminar etiquette:

- **Respect scent-sensitivity issues.** Some people are extremely sensitive to chemicals, whether perfumes or fragrant soaps and shampoos. Help them enjoy their experience by creating a scent-free seminar.
- **Please respect the restrictions on smoking.**
- **Treat others as you like to be treated.** Whether in the residence building, the classroom, or anywhere else at Seminar, all participants, organizers, staff, or teachers should be granted the utmost respect. Everyone is working together to create an experience to be remembered. We all need to do our part.
- **Be prepared.** Make every effort to have all necessary materials and equipment for your class, including an open mind, the desire to learn, and a positive attitude.
- **Be punctual.** Arrive at class early to allow time to set-up and to settle in before the class is scheduled to begin.
- **Turn your cell phone off or to vibrate while in class.** Quietly excuse yourself from the classroom should you have to take or make a call.
- **Advise the teacher at the beginning of the class if you intend on leaving early,** then do so quietly and without fanfare when the time comes.
- **Wear your nametag.** It will help the other seminar participants, the instructor and your classmates to remember your name.
- **ALWAYS keep your hands clean** and refrain from handling others' materials/pieces unless invited to do so.
- **NEVER eat or drink in the classroom except in a designated area.** Accidents can and do happen, sometimes with disastrous results.
- **Be mindful of your neighbour's space in the classroom.** Do not allow your supplies to overtake the allotted table space.
- **Be alert and listen carefully to the instructor.** Do not interrupt or make noise while she is speaking and/or demonstrating, even if you are not part of the small group being shown a technique.
- **Keep chatter to a minimum in the class.** Class members need to be able to concentrate on their work; instructions given by the teacher can be easily missed or misunderstood if the noise level is too high so please be quiet when the instructor is talking and demonstrating.

Appendix G – Evaluation

G1. Class Evaluation Form

Seminar 20xx

Thank you for participating in Seminar 20xx. In order to serve our members even better in the future we ask for input on your Seminar experience this year. Please fill out the following evaluation of the class that you have just completed. As volunteers, we appreciate your praise but also ask for suggestions on ways that things could be improved for future Seminars.

Class Name:	
Class #	
Instructor's Name:	
<i>Check phrases that apply:</i> <input type="checkbox"/> prepared <input type="checkbox"/> organized <input type="checkbox"/> effective communicator <input type="checkbox"/> knowledgeable on subject <input type="checkbox"/> answers questions clearly	
1. Did this class meet your expectations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral
Comments:	
2. Was the kit fee appropriate for your class?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral
Comments:	
3. Were the verbal instructions from the teacher clear?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral
Comments:	
4. Did you receive enough individual instruction from the teacher?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral

Comments:	
5. Were the written instructions clear?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral
Comments:	
6. What was the most important thing you learned from this class?	
7. What could have been improved or made clearer?	
8. Did you have enough time to learn the basics of the class?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral
Comments:	
9. Will you be able to complete this project alone?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral
10. Would you recommend this class to others?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral
11. Would you like to take another class in this technique?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Neutral
12. Other comments:	

Please return your completed evaluation to your class angel.

G2. Seminar Evaluation Form

Seminar 20xx

Thank you for participating in Seminar 20xx. In order to serve our members even better in the future we ask for input on your Seminar experience this year. Please fill out the following evaluation of your overall experience. As volunteers, we appreciate your praise but also ask for suggestions on ways that things could be improved for future Seminars.

OVERALL SEMINAR EXPERIENCE		COMMENTS (continue on back)
Registration	<input type="checkbox"/> Poor <input type="checkbox"/> Average <input type="checkbox"/> Excellent	
Accommodations	<input type="checkbox"/> Poor <input type="checkbox"/> Average <input type="checkbox"/> Excellent	
Food	<input type="checkbox"/> Poor <input type="checkbox"/> Average <input type="checkbox"/> Excellent	
Class Selections	<input type="checkbox"/> Poor <input type="checkbox"/> Average <input type="checkbox"/> Excellent	
Organization	<input type="checkbox"/> Poor <input type="checkbox"/> Average <input type="checkbox"/> Excellent	
Events	<input type="checkbox"/> Poor <input type="checkbox"/> Average <input type="checkbox"/> Excellent	
Tours	<input type="checkbox"/> Poor <input type="checkbox"/> Average <input type="checkbox"/> Excellent	
Entertainment	<input type="checkbox"/> Poor <input type="checkbox"/> Average <input type="checkbox"/> Excellent	
Shopping	<input type="checkbox"/> Poor <input type="checkbox"/> Average <input type="checkbox"/> Excellent	
What was your BEST experience at Seminar this year?		
Give ONE suggestion for improving future Seminars.		

Permission for use of this document provided by EAC/ACB

G3. Teacher Feedback Form

As a valued member of the teaching faculty for EAC/ACB Seminar 20XX, your comments on the experience are important. If you could fill out the following questionnaire it would be very helpful for future seminar planning. Thank you.

Name: _____

Classes: (Please check) Four-day Two-day One-day

1. What are your thoughts or opinions regarding the process of becoming a Seminar teacher for EAC/ACB?

2. Do you have any suggestions for streamlining or changing the process?

3. Where did you hear about this teaching opportunity?

4. Do you feel that you got enough information from the Seminar committee? Was it given in a timely manner?

5. Do you feel your classes went well?

6. Is there something future Seminars should consider when planning classes such as yours?

7. Please give us your suggestions for improving your teaching experience at our Seminars.

8. What was the most positive/exciting/innovative/wonderful thing about Seminar?

9. Comments:

Appendix H – Photography and Documenting

H4. Guidelines for Photographs and Documentation from Seminar

Division of Responsibilities

1. Seminar Committee

The Seminar Committee is responsible for photographing all items in the Members' Exhibition.

Good photographs are also required of all the winning entries for *Embroidery Canada*, Archives and the website. The Seminar committee shall assign these responsibilities to a member of the Members' Exhibition committee. If there is no-one able to undertake this, the Seminar Liaison shall be notified so that alternate arrangements can be made.

2. EAC/ACB Board

The EAC/ACB Board shall be responsible for delegating to a specific member the responsibility of taking candid photos at the opening reception, AGM luncheon and banquet. The EAC/ACB camera may be used for this.

Required Photographs

The following list is to be updated regularly by the Communications Director:

1. Photographs of all winning entries, first, second and third place winners where applicable. Each photograph shall be accompanied by the name of the winner, their guild affiliation and the artist statement. The photos of the piece and the winner shall be taken on the night of the Banquet. Awards to be photographed include:
 - a. Original Design Award
 - b. Pulled Thread Award
 - c. Viewer's Choice Award
 - d. Seminar Theme Award
 - e. Group Entries
 - f. Youth Entries
 - g. Leonida Leatherdale Award (in years awarded)
 - h. Classroom photos
 - i. Banquet photos
 - j. Award presentations

Required Documentation

1. Each photograph shall be accompanied by the name of the winner, their chapter affiliation and the artist statement.

2. A write-up for *Embroidery Canada* for the Seminar Theme Award and the Leonida Leatherdale Award (in years awarded) shall include the artist's statement and an interview with the winner.

The artist statement shall be received prior to the announcement of the winner so the statement and the photos shall be sent at the conclusion of the banquet. The interview of the winner can be conducted in person or by telephone and shall be done within a short time of the win. Other interviews with winners would also be a recommended addition to this article.

Embroidery Canada Requirements

1. The write-up outlined above shall be featured in EC in the issue following seminar
2. Other awards pictures shall also have a prominent display and write-up in *Embroidery Canada* as soon as space is available after Seminar.
3. Fun, active and well-documented photographs from seminar to be included in a specific issue each year as determined by the Editor, in consultation with the Communications Director.

Website Requirements

1. A special section for photos of awards with artist's statements.
2. An area for seminar photos.

Other uses

1. A seminar CD Rom for Archives.
2. A CD Rom for the Leonida Leatherdale Library for chapters to borrow

Appendix I – Suggestions from Past Seminars

Thank You!!

Now is your chance to express Thanks to someone in your EAC Chapter or in other parts of the organization who has done something extra special, whether in the front lines or behind the scenes. Now is the time to thank the wonderful volunteers who make EAC work.

Look for the display board at Seminar Central Sackville, NB to attach your notes about these wonderful people. Fill in your information on the cards: Name, Chapter and Details of the activities for which you are thanking this person (3-4 sentences maximum). Then they will be displayed for all to see.

After Seminar we hope to send the cards on to the pertinent chapters to give them a chance to thank these people in person. Thank you all for your participation in this project.

A Special Thanks to-

Because of -

Member of which chapter?

A Special Thanks to-

Because of -

Member of which chapter?

A Special Thanks to-

Because of -

Member of which chapter?

Suggestions from Previous Seminars

There was a suggestion that ballots be different colours for attendees and walk-ins at the Members' Exhibition, in order to track any differences.

At Merchant Night there are free tables for the current seminar, EAC/ACB and next year's seminar.

The Members' Exhibition needs to be open longer hours so seminar participants can have time to view it.

2013 - Photography

Prepare a contract for the official seminar photographer. It should include: A clear statement that all photographs taken at Seminar are the property of EAC/ACB for its use as it sees fit, including publication in *Embroidery Canada* magazine, as well any future use deemed appropriate; a

timeline for photos to be delivered to the Seminar Committee, suggested date: June 15. The Seminar Committee should include a minimum list of required photos. Include any remuneration provided by the contract (including complimentary event tickets). Note that any additional use of the photos needs to be approved by EAC/ACB/ACB. The contract should be signed by the Seminar Chair and the appointed photographer.

2013 - Site

1. The requirements for the EAC/ACB meetings which took place on the Sunday and Monday before Seminar were received very late and so the arrangements were somewhat "last-minute." The Coordinator should be aware of the meetings and make tentative arrangements – it's easier to cancel rooms that are not needed.
2. We do not recommend providing participants with the complete menu in advance, but in retrospect, it would have been a good idea to provide the general details to eliminate surprises. For example, it should be indicated that the meal plan provides a "continental breakfast" or "light breakfast", that lunch is a "sandwich buffet" or a "make-your-own sandwich buffet", etc.
3. If you are having a buffet for the AGM or opening reception, have a formal plan for how tables will be called to go to the buffet. Have a Seminar Committee member in place to let the organizer know when to call the next table.
4. When planning buffet meals, if possible, try to have portion sizes clearly indicated. For example, provide small bowls of fruit, plates of salad, etc., on the table rather than large bowls from which diners help themselves. There may be an added expense, but in the long run, this will help reduce complaints.
5. When getting room requirements from teachers, also find out from them how much space each student will require. For example, students using 24" x 20" frames will need more space than those working with 6" hoops.

2013 - Registration

1. Select a graphic designer who is flexible and requires little personal guidance. Have the information edited for accuracy before sending it in, as additional editing is costly. The information that is standard to EAC/ACB should be reviewed and accepted by EAC/ACB prior to putting the brochure together.
2. Class choices need to be more clear. Many people list both a four-day class and 2 two-day classes so it is unclear which is their preference. Redesign the choice options to avoid the need for the Registrar to contact the registrant for clarification.
3. Assign numbers for stitching-only selections. This helps on the spreadsheet when adding in the information and money owing, and for numbers in classes.
4. On the registration sheet, include a space for numbers of extra tickets requested. This makes for ease of electronic calculation.
5. Confirmation of registration: people emailed requesting confirmation of receipt of their registration information. When asked, I did send confirmation email. It would be good to have this set up to function automatically if possible as it takes as much as six weeks to have payment taken off of credit cards.

6. Comment box: We had requests to add an area for comments to the registration form.
7. Free-day: This name should be changed, as it doesn't accurately reflect the day's activities.
8. Registration number: All registrants should be given a number when placed on the spreadsheet and asked to include it in all communication. This would aid in quick location of the registrant on the spreadsheet which is built in order of registration, not alphabetically.
9. Maintain the master spreadsheet in its entirety for reference but develop sub-sheets as necessary for use on a daily basis. Keep separate lists of who is assigned to what class or tour for ease of counting and later sending the information to the teachers.
10. An absolute deadline for registration should be set at no less than two weeks prior to the start of Seminar. Last minute registrations create problems in many areas including number of kits ordered, catering numbers, available goodie bags, etc.
11. It is helpful to have a second person check the accuracy of the information placed on the spreadsheet to avoid errors.

2013 - Teachers

1. Wherever possible, encourage digital submissions. These save time, storage space, and expense. Having to return so many pieces was very costly, plus there was the fear that something might happen to one of the pieces while in transit.
2. The Star Stitch-Ins were a big success.
3. Begin the paperwork for foreign teachers at least a year in advance.
4. It would be extremely beneficial to have a committee member well-versed in computer applications, especially Excel and Outlook.

2013 - Members' Exhibit

1. Recommend that entries to be mailed back include a pre-paid return label (both Canada Post and UPS do this and it is much easier).
2. Make sure that organizers of any special displays (e.g. EAC/ACB competitions) notify the Chair of the Members' Exhibition of their space needs prior to the show.
3. Recommend that entrants retain their own packaging materials, rather than expecting it to be kept at the show (this really simplifies pick up).

2013 - Fundraising

1. Appoint two co-chairs who can consult, help each other, make decisions, etc. It works well to have one co-chair responsible for purchasing supplies and receiving payments, and the other for quality control, reporting, inventory, and mailing out orders.
2. Two rounds of fundraiser test stitching makes for close to "perfect" end products.
3. Postal costs were averaged and additional cents were added to come up with a reasonable mail order figure.
4. The added calendar fundraiser resulted in some loss of process control since calendars were given out on consignment in several locations.

2013 - Favours

1. Make all favours well ahead of time.

2013 - Raffle-Goodie Bag

1. Goodie bags were provided only to seminar delegates. It is recommended that, in future, any people who are not registered but are attending seminar as vendors be provided with a Participant's Handbook and at least a small version of the goodie bag (selected items). A separate decision should be made whether or not to provide them with complimentary events tickets.
2. Phone calls and personal contact is essential when soliciting donations. Most people, when phoned, claimed not to have received the emails and information was re-sent with a promise to call back in a week.

2013 - Seminar Central

1. Have a rep from each of the other committees available to answer questions prior to class, at lunch and after class. This is important not only on the first few days but also after the second session starts.
2. If financial transactions take place at Seminar Central, provide a receipt book and write down full details. Designate one person to take the cash for safe keeping each evening. A \$100 float is more than sufficient.
3. If handling classroom keys, make them available 30 minutes prior to the start of class in order to reduce morning confusion.
4. Star Stitch-In sign-up must be planned and advertised in the mail outs.
5. Limit storage within Seminar Central to teachers, committees, and guests or arrange additional storage space elsewhere on site.
6. Ensure food is available for purchase at all times. During the long weekend many facilities close and this becomes problematic.
7. The first morning will be crazy so the Seminar Central Chair should not be scheduled to do anything other than watching, identifying the choke points, and addressing problems.
8. Registration should provide Seminar Central with copies of all materials being sent to guests by email and within the registration packages to be used on the bulletin boards and within the binders.

2013 - Tours

1. A complete list of each tour and its participants should be left at Seminar Central. Provision should be made for additional people to sign up if tours are not full. The cost of the tour should be paid to Seminar Central and a receipt should be issued.

2014 - Special Events

1. Be aware when dealing with government departments that you might have to chase down your bill so you can pay them. The two parts of the tours that involved levels of government (the Sugar Bush which is owned by the City of Ottawa and the Rideau Canal Visitor Information Centre operated by Parks Canada) were both extremely slow at billing and had to be chased down for an invoice.
2. Have a plan B in case one of your tours (or section of tour) cancels at the last minute and you have a place that you can go to. This will alleviate some anxiety-filled moments on

behalf of the team.

3. Please note that calculating attendees at the events was confusing because attendees with white tickets (for food allergies or sensitivities) kept their tickets at their tables so that the servers were aware of the problem. At a future seminar, it is recommended giving people, with special meal requirements two tickets – one regular and one with the meal restriction – for each event. The regular ticket would be handed in at the door and the meal requirement ticket placed on the table to the wait staff would know which meal to serve the member.
4. Have registration stay open ½ hour after opening reception starts so that latecomers can obtain their kits and therefore tickets to opening reception. As well ensure that someone from the Registration Committee (preferably the Chair or Co-Chair of that Committee) is available to answer any questions for latecomers to Seminar who are full of questions at the opening reception.
5. AGM luncheon needs to have the business part of the meeting start earlier. This is important so that people will pay more attention to what is being said - attendees will not be distracted by their desire to get back to their classes on time. Also attendees will be able to get back to their classes on time. Perhaps it could start mid-way through the meal with instructions to the caterers to carry on with their jobs quietly.

2014 - Seminar Central

1. It should be noted as that the current year fundraisers could have been sold at the EAC/ACB by EAC/ACB Board members as opposed to just at Merchant Night.
2. The EAC/ACB table needs to have a larger sign with clear instructions available on it indicating that people can look at the material but are not permitted to remove, bundle or place it elsewhere. Instructions with how to order items and when the table will be staffed should be in plain sight and very obvious.
3. Daily draws are posted in the morning before classes and since people may be trying to dash into Seminar Central to check the winners board and then onto a class, ensure the names are in an easily accessible area with good traffic flow around it. In addition, the names should be printed in a larger format to make them more easily read.
4. Ensure that there are extra tables for people to drop off give away stuff and that the area does not block other Seminar Central areas.

2014 - Registration

1. EAC/ACB Membership # and Chapter Name should be on the same line, there is enough room. The Chapter Name is sometimes skipped over by the person registering.
2. On page 2 of the registration form I would suggest adding the Heading Payment Summary. I believe this might make it clearer for the person registering that this page needs to be completed.
3. If the registration space permits, I would suggest having 4 - 6 volunteers available to accept registrations. Our team believed that the people registering appreciated not having to wait in line to register and that any and all questions were resolved in a timely manner. After the initial first two days it will not be necessary to have as many volunteers.
4. Even though it was well published, I would also suggest that registration stay open until 6:30

p.m. the first day. We did have a few late arrivals, due to travel circumstances that were disappointed they were unable to register before the opening reception.

2014 - Publicity

1. The most frequently encountered problem for publicity was the general misinformation supplied to us and late contributions that did not respect our hard deadlines. This impacted our ability to meet our deadlines on all of the above. For example: initially the editor of *Embroidery Canada* informed us we could not use Microsoft Publisher to design the brochure and we would require the use of an expensive graphic design program in order to produce the brochure. We were told that using Microsoft Publisher would result in a substandard print version of the brochure. This turned out to be false. Identification of the appropriate settings were required to produce a publisher template. Once this was tested with the EAC/ACB Editor it was then possible to design the brochure entirely in Publisher with no visible loss of quality in the final product. This misinformation added weeks of work to sort out. It is recommended that the Publicity portion of the Seminar manual be completely rewritten and updated reflecting the new realities in dealing with digital editing for publishing in a magazine. Having the necessary procedures written down in a clear and concise manner will eliminate a huge amount of frustration for all concerned.
2. The quality of photos and descriptions of the pieces that were received from the teachers were of generally poor quality. The resolution was almost universally unusable for print. This necessitated re-photographing all of the pieces at the very last minute in order to meet our deadline. In addition, the teachers supplied course descriptions and other information that consistently required rewriting in order to correct poor sentence structure, spelling and grammar. The teachers need to supply correct information and accurate information that has been previously proofread in their submissions to seminar. This includes photographs of the pieces taken on a properly set up digital camera at the highest resolution. As this is their livelihood, they have a vested interest in presenting the information in as complete and perfect a manner as is possible.
3. In addition, EAC/ACB wanted to offer PayPal with registration through our website. They made the decision shortly before the seminar website went live and they did not supply us with enough time to get the programs learned and communicating with the software which runs the seminar website. It would take a minimum of 6 months to make this happen. In addition, the huge cost of the PayPal process needs to be calculated and as a result the fee structure for attendees will require revising with these added costs.
4. If PowerPoint is used to create the seminar banquet video, make certain that if a coordination of music with images is planned that the file has been converted and saved in a video format prior to public presentation at the banquet. When running a complex presentation directly off the PowerPoint software it is very easy to knock the presentation out of synchronization with the sound which will cause the entire presentation to fail negating many weeks of hard work. Converting it to the video format beforehand (i.e.mp4) will eliminate this problem and allow the presentation to play as planned without any technical glitches.
5. Going forward we suggest that future seminars provide a larger portion towards advertising space in newspapers and radio/television. Utilizing the freely available public notice boards

and the sending of electronic press releases to media outlets seem to get lost in the information age. We feel the only way for us to get more attention is to pay for it.

2014 - Members' Exhibition

1. Several EAC/ACB members asked if entry forms and photographs could be submitted by email. On each occasion, this was agreed to, although in most cases, the forms were also sent by mail. We recommend that submission by email be a standard option for future seminars, since it worked well and encouraged additional entries to the Members' Exhibition.
2. Late additions to EAC/ACB displays required rearrangement and/or moving of several other portions of the Members' Exhibition. We were fortunate to have the space and display materials available to accommodate them and were able to provide signage on a next-day basis. This will not always be the case. We recommend that space estimates and requests for display materials and signage for all EAC/ACB displays within the Members' Exhibition be identified no later than two weeks prior to the opening of Seminar.
3. One entry for the Original Design Award was submitted without an entry form for the Members' Exhibition. To accommodate its display, the entries in another awards category had to be moved. We recommend that it be made clear to members that no entry in any category will be displayed in the Members' Exhibition without an entry form submitted by the deadline set for that seminar.

2015 - Seminar Chair

1. Nominate two people to be co-chairs. By having a second person with full accountability for everything, we were able to bounce ideas off of each other, deal with issues as they arose, and support the other's duties when unavailable.
2. Early in the process the EAC/ACB Seminar Liaison and the Chair(s) should review all of the Seminar Policy together to ensure that the Chair understands what EAC/ACB will require.
3. Have an understanding that the Seminar Policy will be changed during the course of planning. An agreement at the very beginning of the planning process, during the signing of the Seminar Hosting Contract, as to how policy changes will be dealt with by the EAC/ACB Liaison and the Hosting Guild.
4. Keep the base seminar fee in line with inflation.
5. Nominate one (1) person from the Seminar Committee to complete all communications with the webmaster. Have that person and the webmaster begin talking (or emailing) each other early on so that a relationship can be developed.
6. Update the Seminar Policy that "All crises (e.g. teachers unable to teach, sick participants, conflicts with attendees) during the week of Seminar will be brought to EAC/ACB by the Host for final decision."
7. Update the Teacher Contract to include the strong suggestion for travel health insurance, and proof of that insurance sent to the Teacher Committee.
8. Update the Teacher Contract and Seminar Policy to specify process to be followed if a teacher cannot teach, for any reason, during Seminar.

2015 - Facilities

1. Ensure the facility understands that all events need enough seating for all participants.
2. Put all changes to menu in writing and then follow up with the chef (we went through 4 caterer managers and 2 chefs).

2015 - Registration

1. Make sure whomever does this position is extremely computer literate with some background in excel.
2. My recommendation is to change the registration process to first registered, first served. This would do a couple of things.
 - a. Generate excitement in registering early.
 - b. Prevent disappointment to those registrants hoping for a certain class (they would know right away what they got).
 - c. Eliminate the "hassle" of going to a draw and cancellations due to not getting the class a participant wants.
3. Redo the website. If you have to, pay to have it overhauled. It is too clumsy and hard for some to figure out.
 - a. Have the registration form automatically fill out as the participant chooses their classes and have the website keep a tally of class sizes and automatically close full classes.
 - b. Have customer choose payment type and then have an automatically generated PayPal invoice. Strongly encourage all to use PayPal over credit card call ins.
4. All scholarship recipients should receive a personal call from EAC/ACB to inform them of their win and what that entails.
 - a. What is paid for and what is not?
 - b. Prompt payment is needed for seminar.
 - c. What a cancellation is and when?
 - d. There should be a script written for this.

2015 - Teacher

1. Digital submissions of the proposals saved time, storage space, and expense.
2. The Star Stitch-Ins were a big success.
3. Continue having EAC/ACB manage the paperwork for foreign teachers.
4. Split foreign teachers' payments.
5. Give teachers cash on day one for their meals so they can spend as they choose.

2015 - Tours

1. Have a copy of the tour participants available in Seminar Central so guests can confirm which tour they signed up for.

2015 - Photography

1. Photographer should be someone who wishes to volunteer at Seminar and not someone taking classes.

2016 - Site

1. Available meals is a constant challenge as sites will not allow outside food to be brought in for events and to provide meals you must get many of the participants to buy in. Prepared food services in food courts tend to be for the most part fine until the weekend comes as there are no mass numbers of students and no faculty of the school. Recommend that perhaps for those days a meal plan of some sort is offered to cover at least the lunch and dinner meals unless there are restaurants within very easy walking distance.
2. When picking a site you are sold on the various amenities and rooms they can rent. Find out for the rooms that are not for classes what option B is if option is not available once you get close to the seminar date. Seminar sites at colleges and universities usually have first rights to all rooms so if the school requests a room a rental such as seminar will be ousted.

2016 - Teacher

Highlight all teachers on EAC/ACB website and other social media as much as possible with links to teacher sites perhaps. This is especially important for teachers that have never taught for EAC/ACB or seminar. Participants go for those teachers they know as they are paying a lot to be taught.

2016 - Fundraising

EAC/ACB to discuss if the current seminar should sell their fundraisers off at Merchant Night or to be done once seminar starts so the next seminar can be selling theirs only

2016 - Finance

Need a firmer defined refund policy as after the final registration date there are to be no refunds but can be up to seminar committee with liaison's permission. It is felt that no refunds can be requested.

2016 - Registration

1. Used name tag card as labels for each registration bag. Registration packages are personalized as some people have food requirements and perhaps have only a few or extra meal tickets purchased that are included in the package.
2. Send out a last-minute email about 2 weeks before seminar to include the site maps and any last-minute reminders such as bringing your prior seminar name badges etc. People lose their emails so sending it all out when they are told their class is sometimes too much info all at once and other things come up that they should be made aware of.

2016 - Publicity

1. Have the brochure professionally done so that the output is in a format needed for both the website and the magazine.
2. Ask about sign protocol or rules on site. Many sites do not allow signs to be put up just anywhere.
3. Should have more than one person on the committee.
4. Strongly recommend to use Facebook for seminar. Perhaps advertise the Facebook page right in the brochure.

2017 - Finance

1. I was provided with a spreadsheet with imbedded formulae to create the projected/actual budgets for the upcoming seminar. It worked reasonably well but needed some.
2. In addition to the original spreadsheet, it was necessary to create several other spreadsheets to contain other pertinent information. Each treasurer will determine what is necessary.
3. One spreadsheet that was created separately was the ledger which was kept current as time progressed. At report time, this document was requested by EAC/ACB treasurer even though that instruction was not indicated in the information originally given.
4. If this document is expected to be submitted with the final reports then this needs to be indicated up front and, as with the basic spreadsheet provided, a basic ledger spreadsheet should be provided and, of course, adjusted by the treasurer using it.

2017 - Registration

1. Late Cancellations - We had several people who cancelled within a few weeks of seminar (for very legitimate reasons) so they were fully paid up. We refunded kit and tour fees where possible since these fees are money in = money out. Other option is to send kits to participant if no-one takes their spot and refund is not possible (depends on teacher's willingness to take kits home).
2. There was confusion over who had received kits from seminar after they had cancelled.

Recommendation: Assign ONE person to be responsible for collecting kits for anyone who is unable to attend but paid for kits (if they want them). Advise teachers who this person is and that they should not give kits to friends etc.

Also, if a class has a wait list and someone is moved into the class, then that kit is no longer available for the absentee (unless the teacher brought extra). They should then have a refund of the kit cost. Refunds for kits in unfilled classes can only be given with approval of teacher after certain date. This date should be firmly established and known to teachers and participants.

- There was an issue with a kit that had been sent out for pre-work shortly before the participant cancelled. This person did not return the kit but was issued a refund of kit fees. The kit fee was recovered later and the teacher paid for correct number.

Strongly recommend that no refunds for kit fees be given until after seminar has finished. This will help ensure teachers are reimbursed for the correct number of kits.

- Teachers asking for list of names and contact info prior to seminar. Again this can lead to confusion if participants cancel late. Unless pre-work is required it is not really necessary to provide names to teachers prior to seminar. They obviously need to have numbers for kit preparation and kept updated if those numbers change due to cancellations or late registrations.

Recommend only providing class numbers to teachers UNLESS pre-work is required.

Wait Lists - at what point should taking people from a waitlist to fill a space be discontinued? Or should they continue to be used until Seminar begins?

Moving someone from a wait list to a class when they are already in another class leaves a space in the 2nd class which may not be filled. If they have pre-work from the 2nd class already sent to them then surely moving to wait listed class is not an option? However, if person on wait list has opted not to take another class then there is no problem, other than sending revised invoicing for additional class and kit fee.

FORMS

- Clearer explanation is needed on how to fill out registration form so people do not put multiple 1st choices e.g. people indicated 1st, 2nd, 3rd choices in both 4-day and 2-day classes. See example below:

1st choice - Please select ONE 4-day course or a maximum of TWO 2-day courses (not concurrent)

2nd choice - Please select ONE 4-day course or a maximum of TWO 2-day courses. (not concurrent)

3rd choice - Please select ONE 4-day course or a maximum of TWO 2-day courses. (not concurrent)

Stitch Only option could be better identified for the Registrar - perhaps a yes/no box. Right now, only know if person specifies it but no idea if everyone (especially first timers) understands this option and what happens if they don't get a class in one half or other.

2017 - Boutique and Merchant Night

Ascertain in advance what equipment vendors need: the number of tables, tablecloths, additional lighting, etc.

- If vendor is alone, she may need a good deal of support in terms of moving boxes, tables etc.; be prepared for this on the first and last days.
- If resources allow, it would be a good idea to assign someone to assist during busy times, especially if there is only one vendor. There was some evidence of theft, and a second pair of eyes would have been helpful.
- Class teachers usually send a list of supplies that are required. If possible, this list of required items could be sent to vendors in advance so individuals could purchase upon arrival at Seminar. Another option would be to provide vendors contact information to all attendees, so that attendees could place individual orders ahead of time.

2017 - Seminar Chair

We would suggest that we look at the number of meetings that are scheduled during seminar week. Many people have homework required by their teachers and that, along with the meetings, leaves little time to socialize and meet new people, a major part of the seminar experience.