***2020 Newport Paper & Book Arts Festival XXV***

***Workshop Proposal April 16, 17, 18 & 19***

**This is a fillable form. Use the tab key to move from one field to the next.**

**I**nstructor:

**A**ddress:

**P**rimary Phone:

**S**econdary Phone:

**E**mail:

**T**itle of Workshop:

**T**his workshop is: [ ] One-Day [ ] Two-Day **M**aterials Fee/Student:

**M**aximum number of students (8 to 16):

**A**re there any dates that you are not available to teach? [ ] None [ ] April 16 [ ] April 17 [ ] April 18 [ ] April 19

**S**kill Level: [ ]  All Levels [ ] Beginner [ ] Intermediate [ ]  Advanced

**Workshop Description**: Please describe the workshop in sufficient detail for students to be able to determine if they are interested in this class. If this workshop is chosen, this description will be edited and used in the Festival brochure and for publicity about the 2020 NPBAF.

**H**ave you previously taught this workshop? [ ] No [ ] Yes-where?

**I**s there a handout included with your workshop? [ ] No [ ] Yes

**D**o you have any physical limitations that we should consider when assigning your classroom space? Please list:

**W**hat tools and materials will you supply? (please be specific)

**W**hat should students bring to class? Please be specific and list only **necessary** items as some beginners may have to purchase what is listed. Please do not use the term "basic kit" as there is no standard definition for a basic kit for NPBAF. Indicate **optional** items at the end of your list.

**Space requirements:**

Table space per student:       Table Covers: [ ] Paper [ ] Plastic [ ] None

Special Ventilation: [ ] No [ ] Yes Sink Available: [ ] No [ ] Yes Electrical Outlets: [ ] No [ ] Yes - how many

Other special needs:

**P**lease provide a brief bio including your educational experience. (If your workshop is chosen, this information will be helpful for the brochure and publicity.)

Do you have an out-of-workshop presentation/talk you would like to share one evening during the Festival? [ ] No [ ] Yes If so, what would it consist of and how long would it take?

Please include a minimum of **3 *high-resolution images*** (.jpg format, 250 dpi or more) suitable for inclusion in print and web publicity and/or samples of the workshop. Proposals without 3 images and/or samples will not be considered.

Send proposals with images/samples to NPBAF/OCCA, PO Box 1315, Newport, OR 97365

or ssiggelkow@coastarts.org

If you have questions or would prefer to fill this form out electronically,

email Sara Siggelkow, Festival Coordinator, at ssiggelkow@coastarts.org

Proposal Deadline: **Postmarked or emailed by October 15, 2019.**