IHDA ALLERTON PAINTING RETREAT

"A Winter Wonderland"

APRIL 25, 26 & 27, 2014

Dear Teacher/Potential Teacher,

We are in the planning process for the 2014 IHDA Painting Retreat. **The Retreat Committee would appreciate your commitment** to share your skills, knowledge and techniques by teaching a class. We are looking for a variety of projects in different mediums for **ALL** skill levels from the "never picked up a brush" to the advanced painter, and for new craft techniques.

We offer a <u>free weekend</u> to teachers (50% off registration fee for teaching a make-it-take-it). Your weekend includes **lodging at the campground, meals, classes** and as much fun as you can handle. If you decide to stay in a motel in the area rather than at the camp, **you are responsible** for making and paying for those provisions.

The following is required when submitting your teaching projects:

1. Please observe the artist's design copyright rules before providing copies to students. You may need to get the artist's permission to teach or to print copies of the design. Some teachers may require that the student purchase their packet or book; if so, most artists usually offer a discounted price to students.

2. Complete the **IHDA Teacher Project Form** enclosed. List **ALL paints in numerical order** needed to complete the project. Paint (acrylic, watercolor, glass enamels or fabric) will be provided by the Allerton Retreat Committee. Any Other mediums (oils, etc.) will be provided by teachers for a reasonable palette fee to students. For pencil projects, you may either offer as a kit or provide a source for purchasing the pencils.

3. Please fill out **and <u>sign</u>** the enclosed <u>teacher time preference card.</u>

4. Provide a **photo** of your project. This must be a photo of your own project and <u>not</u> the original artist's picture. Photos must be printed on <u>glossy</u> photo paper for clarity in the catalog. **OR** photos may be emailed to the Chairman as a digital photo. **ABSOLUTELY NO PHOTOS WILL BE ACCEPTED ON REGULAR COPY PAPER!**

5. Include a **clear copy of your pattern, the surface size** and if the student is allowed to **re-size** the project to fit their surface.

6. Provide <u>clearly-typed prep instructions,</u> including the palette list of all paints used and supplies needed.

7. **Please make it clear** (in your project instructions and on the Teacher Project Form) where the student can **purchase the surface** and **any special supplies** needed for the class.

8. **KITS:** If you offer a **"Kit Project,"** please clearly list what is included in the kit, the cost, and if **prepayment** is required at the time of registering.

9. Please place **ALL** required information listed above (prep instructions, Teacher Project Form, signed teacher time preference card, pattern and photo) in <u>a sheet protector when submitting to Committee.</u>

DEADLINE for teachers to receive free weekend is <u>OCTOBER 19, 2013</u>. If you submit late (October 19 – November 2), you will receive a 50% discount. Make-it-take-its are considered a half class and will receive a 25% discount if submitted late.

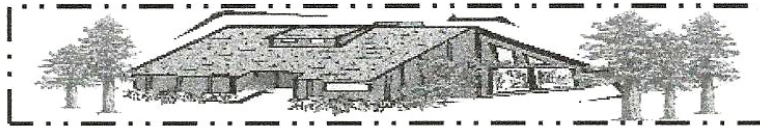### NO EXCEPTIONS TO THE RULES WILL BE GRANTED!

Please return your IHDA Teacher Project Form, the time preference card with <u>your signature</u>, prep instructions and a photo of your project to:

Pat Adametz and Joyce Quinlan, IHDA Retreat Chairmen
508 Neipswah Avenue
Rantoul, Illinois, 61866
Phone Pat @ 217-892-4948 or Joyce @ 217-396-7327
Email Pat – decpainter2@yahoo.com or Joyce – pquinlan@prairieinet.net

2014 IHDA PAINTING RETREAT TEACHER PROJECT

[Please use clear legible print.]

Teacher: _____

Address: _____

Phone: _____ Email: _____

City: _____ State: _____ Zip: _____

Title of Project: _____

Skill level: All _____ Beginning _____ Intermediate _____ Advanced _____

Medium Used: Acrylic _____ Oil _____ Watercolor _____ Fabric _____ Other _____

Length of class _____ Students be able to complete project? Yes _____ or No _____

Paints: (acrylic, fabric, or glass enamels) will be supplied by the Allerton Retreat Committee. **Other Mediums:** (oil, watercolor, etc.) teachers may offer reasonable palette fees. **Pencils or Chalks:** Teachers may use their discretion as to whether they will either supply a kit for cost of pencils/chalks or a source for purchasing the pencils/chalks.

Approximate size of surface: _____ What is offered in Kit: _____

Cost of Kit if offered: _____

Where may surface be purchased? Teacher: _____ Phone: _____ Web Site: _____ Phone: _____

Palette: [List "ALL" paint colors according to it's Color Code # and Name under the appropriate brand name list.]
(Please List your Paint Colors in Numerical Order and if your list is longer than allowed here, please staple your additional page to this page with project name.)
IF ANY OTHER MEDIUM IS USED, PLEASE ATTACH A SEPARATE LIST TO THIS FORM

Americana Deco Art		Color Pencils		Oils		Watercolor	
Code #	Color	Code #	Color	Code #	Color	Code #	Color

Delta Ceramcote	
Code #	Color

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Please Mark an **"X"** IN THE CLASS TIME YOU PREFER TO TEACH.
We will do the best we can to honor it.

Mark class time Choice	Friday Evening	Saturday Morning	Saturday Afternoon	Saturday Night	Sunday Morning
First					
Second					
Third					

Please add your signature:

Teacher: _____