



Instructor Application

Great Lakes Mega Meet Scrapbooking Convention
 May 10, 11 & 12, 2012
 Suburban Collection Showplace - Novi, MI

Contact Information: Prefer to receive information via [] Email or [] Fax *Indicates program listing fields

*Company Name (exactly as you wish it to appear in promotional materials)

Instructor Name	Pre-show Contact (if different)		
*Address [] do not publish address	City	State	ZIP
*Published Phone	Direct Phone	Fax	
E-mail	*Website		

One form per instructor please – No classes will be added to the schedule without a completed copy of this form on file!
 Please print clearly or type and return by **December 15, 2011**.

Please provide a short biography and digital images for publication on our website of your class projects with your application.
CLASSES WILL NOT BE APPROVED FOR THE SCHEDULE WITHOUT DIGITAL IMAGES OF CLASS PROJECTS.

GLMM 2012 Instructor Information:

- All GLMM classes are **one hour in length**. Please plan your classes accordingly!
- Each classroom will have at least one SMM staff person assigned to check tickets, collect evaluations, etc.
- Each classroom will be equipped with ONE 6 or 8 foot table at the front of the classroom for the instructor's use
- Classrooms will be equipped with an overhead projector for the instructor's use **if requested**.
- Some classrooms will be equipped with a microphone and speakers.
- Additional equipment must be provided by the instructor.
- All class materials **MUST** be kitted and provided by the instructor.
- Additional assistants to the instructor must be arranged and compensated by the instructor and approved by Scrapbooks Mega Meet, LLC.

Agreement to Instruct:

By submitting this form, the class sponsor agrees that a representative of the sponsor company will teach this class at the GLMM 2012, at one or more sessions, as mutually agreed between the instructor and Scrapbooks Mega Meet, LLC. The class sponsor agrees that if the designated instructor is unable to teach after the class registration materials have been published, either via traditional printed materials, or the internet, that it is the class sponsor's responsibility to secure a comparable approved substitute instructor. The class sponsor also agrees to notify Scrapbooks Mega Meet, LLC if an instructor is being substituted, as soon as possible after the decision to substitute is made. Scrapbooks Mega Meet, LLC retains the right to approve or deny any instructor for any reason. **In the event that classes, which the class sponsor has agreed to teach, must be cancelled after class information has been published, and refunds must be issued to the participants, the class sponsor agrees to pay a minimum \$500 administrative fee to underwrite the cost of issuing those refunds. The maximum fee will be determined as \$15 per registered student. Fees will also be incurred if refunds must be issued to students if the instructor is tardy to class, or if a sufficient number of class kits are not available.**

The Instructor agrees to arrive at their workshop location 30 minutes prior to the workshop start time for set-up and remain 30 minutes after the class ends to clean up. All materials to be distributed to students are to be prepared in advance in a "page kit" or similar form to be easily distributed to the class participants at the door.

Samples of all completed projects in .jpg format must be submitted to Scrapbooks Mega Meet, LLC prior to December 15, 2011. Send these files to classes@megameet.com in order for approval of class application. By signing this agreement, I agree that all materials (handouts, images, projects, etc.) are my original work, or that copyright permission has been granted.

By signing this contract, all instructors agree that they will act in a courteous, professional manner at all times during all classes, exhibition show hours and during any events. Any differences of opinion with any of the facilities or show management must only be discussed with show management. Failure to adhere to this clause could result in termination of the instructor contract.

Signed: _____ Date: _____

Address all applications, correspondence and make checks payable to: Scrapbooks Mega Meet LLC – PO Box 71226, Madison Heights, MI 48071.
 Phone: 248-583-7133, Fax: 734-758-0183, E-Mail: classes@megameet.com Web: www.megameet.com



Class Proposal

Great Lakes Mega Meet Scrapbooking Convention
 May 10, 11 & 12, 2012
 Suburban Collection Showplace - Novi, MI

One form per class title please – classes without complete information WILL NOT be considered for the schedule!
 Please print clearly or type and return by **December 15, 2011**.

Class length is limited to **one hour**, with 30 minutes between class sessions.

Class Title: _____

Instructor Name: _____

Please note – Instructor Agreement for this Instructor MUST BE submitted with this Class Proposal

Class Sponsor Name: _____

Class Description: (75 words or less) Please email a digital image of the class project to classes@megameet.com. Class descriptions may also be emailed to this address, please write "Emailed" in the space below.

Supplies Student should bring to class:

What companies will be promoted during this class?

Please list any products which will be promoted during this class that your company does not plan to sell on the show floor:

Please describe what each student will leave class with: (e.g. a two-page layout and a card OR a handout and 5 tags)

List any and all equipment you require for this class:

(Overhead and screen will be provided **if requested** in classrooms, microphone and sound system will be provided in some of the larger classrooms – any other equipment, such as slide projectors, video equipment, LCD panels, etc. must be provided by the class sponsor. The A/V company information will be provided to you upon request)

This class is designed for scrappers who are: Beginner Intermediate Advanced
All Levels (choose only one)

This class is best described as: Hands-On Lecture

We would like to teach this class on: Thursday Friday Saturday Please tell us if there are days/times you CANNOT teach: _____

Instructors who are available to teach all three days of the show will receive priority scheduling.

If scheduling permits, we would like multiple classes taught by this instructor back to back: Yes No

If scheduling permits, we prefer our classes be scheduled: Morning Afternoon Either/Both

Our project makes noise: (e.g. hammer & eyelets) Yes No

We have limited space for classes which make noise, and your class application may be denied due to lack of space if you have a noisy class

We prefer the maximum number of students to be: 30 40 50 75 Other _____

All classes must have a minimum of 30 students.

We require that students are charged a materials fee: No Yes Amount \$_____

Please note: materials fees are ADDED to our base class fee to determine the class fee charged to the student. For example a \$2.00 materials fee, plus the base class fee, equals the total class fee charged to the student. Materials fees are payable to the class sponsor the week following the show and will be mailed to the address indicated on the instructor application. The GLMM retains the base fee. A W-9 form may be required to be completed and on file if payment is going to an individual or an LLC.

(MAY NOT EXCEED \$10)

Reimbursement Check (if applicable) made out to:
Sponsoring Company Instructor

Address all applications, correspondence and make checks payable to: Scrapbooks Mega Meet LLC – PO Box 71226, Madison Heights, MI 48071.
 Phone: 248-583-7133, Fax: 734-758-0183, E-Mail: classes@megameet.com Web: www.megameet.com