



2012 RMBS Bead Bazaar Instructor Application

April 28 and 29, 2012

Deadline: December 31, 2011

Submit to: beadgeek.ybarra@comcast.net

Instructor's Name _____

Mailing Address _____

Telephone Number _____ Email Address _____

Please tell us about yourself and your beading/teaching experience (50 words or less):

Class Title & Description _____

Technique(s):

- | | | |
|--|--|--|
| <input type="checkbox"/> Polymer Clay | <input type="checkbox"/> Design | <input type="checkbox"/> Square Stitch |
| <input type="checkbox"/> Metal Clay | <input type="checkbox"/> Stringing/Knotting | <input type="checkbox"/> Brick Stitch |
| <input type="checkbox"/> ChainMaille | <input type="checkbox"/> Loomwork | <input type="checkbox"/> Right Angle Weave |
| <input type="checkbox"/> Wireworking | <input type="checkbox"/> Embroidery | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Metalsmithing | <input type="checkbox"/> Peyote (Gourd) Stitch | _____ |

Skill Level: Beginner Advanced Beginner Intermediate Advanced All Levels

Prerequisites: _____

Class Fee \$ _____ Kit Fee \$ _____ Mandatory? Yes No

Kit Fees are payable directly to the instructor

Kit Contents _____

Materials for students to bring to class _____

Class Length Half Day (3 Hours) Full Day (6 hours with 1 hour lunch break)

Number of Students: Minimum Maximum

By submitting this application, I am attesting that I am not infringing on any protected design rights and that the proposed project is an original design of my own creation. I am submitting high quality photos as described on the next page. If accepted as a teacher, I will provide a sample of the class project by February 16, 2012 to the RMBS. It will be used to promote the class prior to the Bead Bazaar and will be returned to you the day of your class at the Bead Bazaar.

Signature _____ Date _____

Instructor Application Information and Form

- **December 31, 2011:** Applications due
- **January 31, 2012:** Notification of accepted classes
- **February 16:** Class samples due – either bring to RMBS meeting or mail to:
Rocky Mountain Bead Bazaar Class Coordinator, P.O. Box 16086, Golden, CO 80402
- **March:** Online registration begins
- **RMBS Spring newsletter will include class listings**
- **April 28-29:** Class time and samples returned
- **May:** Payments sent

Apply online: Open in Adobe Reader, fill in form fields, save as PDF to your own computer, then send an email with the PDF and JPEG to BazaarClasses@rockybeads.org.

Accepted classes: Notifications will be sent by January 31, 2012. Some or all of the information you provide on this application may be used in promotional materials for the event. **RMBS** reserves the right to edit content for space and or style. You will have one 24-hour opportunity to review your materials that will be used in the class brochure when your class is accepted.

Project Samples are due February 16, 2012, for advertising by RMBS; samples will be returned to you at the Bead Bazaar, prior to the start of your class.

The teacher establishes the per-student class fee and the price of the kit.

RMBS will only collect class fees for each registered student.

Teachers will collect kit fees from each student at the time of the class.

RMBS will not be involved in collecting kit fees.

Teachers will receive a check for 70% of the class fees within 30 days of the end of the 2012 RMBS Bead Bazaar.

Teachers who earn greater than \$600 will be provided with a Tax Form 1099 for their 2012 taxes.

RMBS will provide each instructor a classroom with round plastic-covered tables plus chairs to accommodate the number of registered students, one table and chair for the instructor, and one table for any additional kits/supplies you might sell. Please note that if you plan to sell additional kits, supplies, instructions, or other materials in your classroom, you are fully responsible for any sales tax. Remember that the RMBS is NOT responsible for loss or theft of any items left in the classroom. All classrooms have access to electricity; however, you may want to bring in additional extension cords and/or power strips.

Instructors are expected to bring or advise their students to bring everything else that is necessary for their class, i.e., tools, materials, OTT lights, etc.

If you are published or are included in any books and you would like us to stock it at the RMBS book table, please email us with the titles and any other information that would facilitate ordering them. We cannot guarantee that we will stock them, but we will attempt to do so within availability, time, and budget constraints. Email: Laurel@beaditcolorado.com

If you have questions please contact the Class Coordinator - Peggy Lopez
email dncingfeather@yahoo.com or phone (303)236-3212

Guidelines for Submitting Digital Images

Tips for the best possible results

- Use a tripod or prop the camera on a level, stable surface.
- Use the timer shutter release to further reduce the juggle that can cause blurriness.
- Use a plain light colored background that runs up behind your piece.

Digital Submissions

- We accept **JPEG**, **TIFF**, and **RAW** image files. We will **not accept** GIF files. GIF files are web based and will not produce images of high enough quality to print.
- Minimum pixels per inch: 300 ppi
- Minimum acceptable size for printing: 1600 x 1200 pixels @ 300 ppi

Digital Camera Images

Digital cameras typically save images in JPEG format, which is a compression format designed to keep file sizes small. The jpeg compression is applied by the camera when the shot is taken. There are many different compression settings to accommodate different image needs.

- The less compression used, the better quality the image will be. It will also be a larger file size.
- The more compression used, the lower quality and smaller file size and the lower quality for printing – keep in mind we want to show your work in its best possible light.

If you are submitting images from your own digital camera, please read your camera's manual so you understand how to shoot for the highest resolution with the greatest number of pixels possible. There should be a setting for choosing the highest possible quality, which will produce the best quality JPEG compression. There should also be a setting for choosing the highest number of pixels, which will produce the largest dimension size.

PPI (pixels per inch): All images need to be 300 ppi. When defining an image's size, it is not enough to simply say it is 300 ppi. It needs to be defined as a dimension in inches AND pixels per inch (i.e. 8 x10" @ 300 ppi). In most cases, an image of 5 x 7" @ 300 ppi will work

We will inform you if there are any exceptions. *Note: PPI and DPI (dots per inch) are interchangeable terms.*

About Pixels: Most consumer digital cameras save images at 72 ppi by default. If you're using a 5 megapixel camera set to the highest number of pixels (2560 x 1920 pixels), you will have an image that is about 35.5 x 26.5" @ 72 ppi. If you define this same image at 300 ppi without changing the total number of pixels (2560 x 1920 pixels) the dimension size changes to 8.5 x 6.4" @ 300 ppi.

- **The more megapixels, the better!**

Here are some rough guidelines:

- **Do:** 2560 x 1920 pixels @ 300 ppi = 8.5 x 6.4" (5 megapixel maximum)
- **Do:** 1600 x 1200 pixels @ 300 ppi = 5.3 x 4" (2 megapixel maximum)
- **Don't:** 640 x 480 pixels @ 300 ppi = 2 x 1.5" (This is a standard size for email-size images or web images, but not much good for printing at 300 dpi unless postage stamp-sized images are what you want.)

A typical 4 megapixel consumer-grade camera will produce a 5 x 7" @ 300 ppi.

Modifying or Enhancing Image Files

It is possible to enhance, touch-up or otherwise modify digital images. Please keep in mind that RMBS does NOT offer this service. If the JPEG compression is a high enough quality, some images can be stretched or enlarged using Photoshop or other software.

Color & Photoshop Work: RMBS does not offer any Photoshop or other image editing service. Please visit your local printing shop. They will be glad to help you out with any work you may want done.

Scanning Existing Print Material

If you are scanning images, please scan as an RGB TIFF, and scan at 300 ppi and the dimension size that is required.

This method is not recommended for detail images of your products as it usually provides a substandard or blurry image.

Once again, your local print services firm should be able to help you retrieve these images for you.