

Natural Fiber Fair  
PO Box 384  
Blue Lake, CA 95525  
Website: [naturalfiberfair.com](http://naturalfiberfair.com)  
Email: [sarafiberfair@gmail.com](mailto:sarafiberfair@gmail.com)



Greetings, Instructors!

It is time to get ready for the Natural Fiber Fair, 2019. Last year was a really good year for the Fair and we hope to make this year even better. When submitting your proposal, here are some things to consider. Photos of your work help draw in students by providing a visual of what the class is going to cover. Please make sure to send a picture or pictures to illustrate your workshop that can be posted on the website.

We will advertise the Fiber Fair via the usual routes of print and our email subscriber list, but we do not promote individual workshops. We do have a Facebook page, and can post promos for workshops in the weeks before the fair. You are encouraged to write copy with pictures to promote your workshop and submit this to me and I can forward this information to our Facebook administrator. You can also include information about your personal website, Facebook page, Instagram or Twitter and these can be added to your bio on our website. Self-promotion to your student base or on your personal website and social media sites is also highly recommended. Workshops that are actively promoted by instructors are workshops that fill.

We have had instances in the past where we have had to cancel classes due to low enrollment and this has caused a lot of disappointment for students. We hope to avoid this issue this year. To this end, priority consideration will be given when choosing our workshops to instructors willing to teach undersized classes. We hope to have our workshops fill, but we also would like ALL our workshops to happen even if there are only a handful of students.

If instructors need to contact me, email is best followed by texting. I will return phone calls as soon as I can, but due to my work schedule, I am not available for phone calls during business hours M-F, so please bear that in mind. My phone number is (360)320-9688. This number is a cell phone and can be used to text me as well as call.

Attached to this email is a proposal form PDF file. Please fill the form out and email to [sarafiberfair@gmail.com](mailto:sarafiberfair@gmail.com) or snail mail to:

Sara Williamson  
2623 N Street  
Eureka, CA 95501

The workshop schedule will go live on the Fair website the first week in April, so please have your submissions in by April 1<sup>st</sup>. Thank you for your workshop submission to the Fiber Fair!

Sincerely,

Sara Williamson, Workshop Coordinator

Natural Fiber Fair  
September 7th and 8th, 2019  
Arcata Community Center



## 2019 Workshop Proposal

Deadline for submission-April 1st, 2019

Please write clearly. Make copies for additional proposals. Submit as many proposals as you like. We will make the selection based on classroom size and topic. Please include photo examples for your class description to be included on the Fiber Fair website. If you are sending the proposal via snail mail, send the photos via email to [sarafiberfair@gmail.com](mailto:sarafiberfair@gmail.com)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

Topic \_\_\_\_\_

Tax ID# \_\_\_\_\_

### Brief Class Description:

This information will be posted on our web site along with your bio and an image of your work.

Length of class: 3 hour \_\_\_\_\_ 6 hour \_\_\_\_\_

Instructor Bio-Please include a bio of no more than 50 words.

List of materials and/ or advanced preparation required of students.

Space requirements and special equipment needed for your classroom. Please include number of tables, etc. Do you need plastic covered tables?

Material fee\_\_\_\_\_

What materials are provided in the material fee?

Maximum number of students\_\_\_\_\_Minimum number of students\_\_\_\_\_

Cancel under-enrolled class 1 week prior\_\_\_\_\_ Allow under-enrolled class \_\_\_\_\_

Payment;

We will pay the instructor \$25.00 per student for the 3 hour class, \$50.00 for the 6 hour class.

Please pass this proposal form to anyone you think might be a great addition to our teachers at the Natural Fiber Fair.

Just a note to let you know that students like to be able to go home with a finished product, or almost finished.

Questions? Please don't hesitate to send a message to [sarafiberfair@gmail.com](mailto:sarafiberfair@gmail.com)

Thank you,

Sara

Send your proposals by April 1st, 2019 to:

Sara Williamson

2623 N Street

Eureka, CA 95501

Or via email to:

[sarafiberfair@gmail.com](mailto:sarafiberfair@gmail.com)