

# COSTUME COLLEGE 2012: CLASS INFORMATION FORM

## Form Must Be Returned by FEBRUARY 4, 2012

Return via email to [cocoteachers@gmail.com](mailto:cocoteachers@gmail.com)

Or Mail to Costume College Programming: 819 N. Brighton St., Burbank CA 91506

**Please provide a SEPARATE FORM for each class you are teaching.**

If you are sending by mail, please print in blue or black ink only and write very clearly.

*Simply click inside box and start typing – box will expand as you go.*

<b>NAME:</b>	
<b>STREET ADDRESS:</b>	
<b>CITY:</b>	
<b>PHONE:</b>	
<b>E-MAIL:</b>	

*Simply click inside box, remove the help text and start typing – box will expand as you go.*

<b>Biography:</b>	If you are a returning teacher and want to use the same BIO as last year, please type in this box “same BIO as last year”. Otherwise, erase all in this box and start typing. No more than 100 words, please.		
<b>Class Name:</b>	Please try and keep title of class no longer than six words		
<b>Class Description:</b>	Please clearly describe the class, but try not to go too long – under 100 words would be nice.		
<b>Class fee (if applicable):</b>	\$	<b>Class length:</b>	
		<b>In hours (1 hr. minimum; ½ hr increments)</b>	
*** Class fee is to reimburse you for out-of-pocket costs <i>only</i> Please read complete description on our <i>Information at a Glance</i> sheet ***			

*Put “X” in box to the right of applicable answer. See next page for more information on categories.*

<b>Student Limitations:</b>	Unlimited		Limited		(if limited) # of Students		
<b>Class Type:</b>	Lecture		Demo		Workshop		
<b>Class Level:</b>	All		Beginners		Intermediate		Advanced
<b>Keywords:</b>	Example keywords: Civil war, Regency, Jewelry, Hats, History, Mens, etc						

*Simply click inside box and start typing – box will expand as you go.*

<b>Instructor will provide:</b>	
<b>Students should provide:</b>	

Equipment needs:

Equipment	Need	Quan.	Equipment	Need	Quan.	Equipment	Need	Quan.
Overhead			Power Strips			Iron		
Overhead SETUP			Ext. Cords			Ironing Board		
Data Projector			Whiteboard			Floor Covering		
Data Projector SETUP			Screen			Flipchart / Pad		
*** The “SETUP” packages include an extension cord, power strip and a screen. No need to check other boxes! ***								

Other

<b>Bringing Own</b>	Please state if you are bringing your own equipment, and what that equipment is.
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Availability: Please describe when you are NOT available to teach.

<b>Friday</b>	Are you getting in late? Mention it here!
<b>Saturday</b>	If you leave everything blank, we’ll assume “All Day”.
<b>Sunday</b>	Are you attending tea? Leaving early? Mention it here!
<b>Other</b>	Is there anything else we need to know about your schedule? Put it here!

## INFORMATION AT A GLANCE

**PLEASE PRINT OR TYPE YOUR TEACHER FORM, USE INK, AND WRITE LEGIBLY**

**CONTACT INFO:** Please provide COMPLETE contact information

**BIO:** Please provide a complete bio of no more than 100 words. If you've provided a bio to us in the past and wish us to use that same bio, please indicate so in this section.

**CLASS NAME:** This is the class name that will appear in our printed materials. Please try and give your class a name that clearly indicates what the class is, but please do not make the name too long (approx. 6 words). Be concise and clear.

**CLASS DESCRIPTION:** This is information that will appear in our printed materials. Please give a description that is not too long, but that clearly describes the goal of the class (i.e., what the students will learn or experience, what the end product of the class will be, etc.). The description should be no more than 100 words.

**CLASS FEE:** This is the fee your students will pay directly to you to reimburse you for out-of-pocket costs for your class. You will receive the student fee payment when you arrive at College and pick up your teacher packet. However, we want to clarify that the class fee is strictly for reimbursement purposes. The Costumer's Guild West has a policy that the CGW, College, and/or our teachers do not financially profit from Costume College. All our teachers offer their time and knowledge in the spirit of generosity and volunteerism. If your goal is to make money, then College would not be the right place to offer your class. Should you wish to offer a "for profit" class outside of College; the CGW will be more than happy to provide your class information to our members through our monthly newsletter. However, we ask that you do not teach at College if you wish to make a profit from teaching.

**CLASS LENGTH:** There is a 15-minute buffer period between classes that allows our Operations department to set up the next class. All classes begin on the hour or half hour and end 15 minutes before the hour or half hour increment at the end of the class (i.e., if the class starts at 10:00 a.m. and is one hour, the class ends at 10:45; if the class starts at 10:00 a.m. and is one and a half hours, the class ends at 11:15 a.m.). The minimum class length is essentially one hour (in actuality 45 minutes) and increases at half hour increments from that 45 minute starting point.

**CLASS LIMITATIONS:** This lets us know whether you want only a certain quantity of students in your class. Workshops and demonstrations are appropriate for limiting the number of students in the class. Lecture classes should be unlimited in student quantity.

### **CLASS TYPE:**

- Lecture:* The teacher "talks" to the students and may be illustrate with slides, props, charts or actual items. We encourage lecture classes to have unlimited class sizes.
- Demo:* The teacher "shows" the students the step-by-step on how a technique is done. A demo may or may not have a class size limit.
- Workshop:* The students experience "hands-on" learning by performing the techniques being instructed. We encourage workshop classes to be limited in student size.

### **CLASS LEVEL:**

- All:* Enjoyable and accessible to all attendees.
- Beginners:* Designed for those with little or no previous sewing or other experience.
- Intermediate:* Require basic knowledge in the topic, such as the ability to construct a garment from a commercial pattern.
- Advanced:* Require specialized knowledge. Please outline these requirements in your class description.

**KEYWORDS:** Some general terms we're going to use to help students find the right classes in the program.

**INSTRUCTOR WILL PROVIDE:** Please provide a complete list of what you, as the teacher, will provide to the students at class (i.e. handouts, materials, supplies).

**STUDENTS TO PROVIDE:** Please provide a complete list of ALL items the student should be to class. We must have this list at the time you submit the Class Information Form. We must print this information in our Registration book.

**EQUIPMENT NEEDS:** Please let us know now the COMPLETE list of equipment you will need us to provide. Don't forget to not only tell us what you need, but the quantity. We regret we cannot provide laptops or presentation software.

**AVAILABILITY:** Let us know what works for your schedule during Costume College. We will try and keep your needs in mind when we begin scheduling classes. However, remember, the more you limit us in when you can teach, the more difficult it makes it on us to fit you into our giant, complicated programming schedule, and we may be forced to drop your class(es) from our schedule as a result.