

Society of Decorative Painters - Conference Submission Guidelines

Wichita, KS – May 17-21, 2011

This information will assist you in understanding the policies that govern Conference classes. Please refer to the *Teacher Contract* for additional information. **There is no charge to submit to teach and you do not have to be an SDP member to submit. However, if you are selected to teach and are not a current SDP member, a \$40 processing fee will be deducted from your teaching fee.**

- **June 16, 2010 – Submissions must be received in the SDP office.**
- July 2010 – Teachers Committee selects projects.
- July - August 2010 – Classes are scheduled and prepared for publication in the *Conference Special*.
- Mid-August 2010 – Notification sent to teachers of submissions being accepted or declined, along with information to proof for the *Conference Special*.

Project Originality

- All projects submitted must be artists' original designs.
- **All projects submitted must be new and never taught or published and must remain so until the Conference begins. Projects may not be taught prior to the conference, with the exception of one practice class of not more than 30 students held within a 100-mile limit from the teacher's home address.**

Submission Photos

- Color copies or actual projects are not suitable for submission.
- **A digital photo submitted on CD-R is preferred for the selection process.** Digital photo needs to be at least 2 megapixels or 1600 x 1200 pixels (resolution.) Please do not resize the photo. Multiple photos may be submitted to show your project to its best advantage. Only one photo will be featured in the *Conference Special*.
- **Standard glossy photos will be accepted with this submission. Be advised, that for the following year (2012 Conference), only digital photos on CD-R will be accepted.**
- The submitted photo will be used to advertise the project in the *Conference Special*.

Tips For a Better Photo

- Projects will be selected based on the accuracy and quality of the photo.
- Photo must be free of specific product names and should be free of signature.
- Project should fill the photo, not just a small portion.
- Odd size projects (long, narrow) will be at a size disadvantage in the *Conference Special*.
- Photo should be of project only. (Don't include a frame in the photo if it's not provided.)
- Plain backgrounds are best. Busy backgrounds, accessories and props distract from the project. (concrete, grass, furniture, porch railings, etc.)
- Colors in project look best if background color in photo is mid-value gray.

Labeling Photos

- Complete the project label and place it on the back of each photo or include the labels with the CD-R if submitting digital photos.
- If a new product or technique is being introduced, please describe.
- To aid in the class selection process, write on the label what the Learning Objectives of the class will be.
- Please be specific in describing your surface. For example, instead of "canvas", you should specify stretched canvas or canvas board. Instead of "paper", you would name the specific type of paper. The surface provided must be the same surface you use in your photo. Surface substitutions are allowed only if the surface is no longer available and must receive advance approval by the SDP President to insure the substituted surface is comparable.
- Learning Objectives – It is important for the teacher to have a clear idea of what the student should know as a result of taking the class. In a painting class, this is divided into two parts:

1. What will the student learn or know by the end of class? This would cover information presented such as terminology, art theory principles or art history.
2. What will the student be able to do at the end of class? This would cover skills taught and applied in class such as blending, floating, strokework or stippling.

Considerations to Determine Project Cost

- **Painting Surface** - frequently the largest cost. Consider this in selecting a surface. Confirm future availability of surface prior to submission.
- **Paint** - supply an amount sufficient for each student to complete the project
- **Photos** - roll of film, processing charge, 30 reprints
- **Surface Prep** - time for prep of 30 surfaces; sealing, sanding, basecoat, tracing
- **Printing** - design and instructions
- **Shipping** - surfaces to Conference site
- **Inflation** - between submission and the Conference. Once published in the *Conference Special*, no additional charges may be made to students.

SDP collects project fees for teachers when students register for the Conference.

Project Cost Analysis

Figure all costs at retail prices in U.S. currency. Do not return this project cost analysis. Its purpose is to help you consider all associated costs that should be included in the project fee.

Photography Expense:

- Cost of color film used _____
- Processing charge for film _____
- 30 color reprints _____

Project Expense:

- 30 project surfaces at retail price _____
- Accessories for 30 projects (frame, glass bowl, mat, brass feet, etc.) _____

Preparation Expense:

- Materials to prep 30 surfaces (sandpaper, sealer, basecoat, stains) _____

Materials Used In Class:

- Paint sufficient to finish the project _____
- Medium (flow, glazing, etc.) _____
- Printed material (design, instructions, etc.) _____
- Other materials (plastic sleeve, notebook) _____

Freight Expense:

- Charge to ship surfaces to Conference site _____

Total Cost _____

- Round figure up or down to nearest dollar _____
- Divide total cost by 30 to reach individual project fee _____

Determining Length of Class

- Classes will be offered in 4-hour increments (4, 8, 12, or 16) to best utilize the time allotment for scheduling. **Very few classes of more than 8 hours will be selected. Submitting both 4-hour and 8-hour classes will increase your chances of selection.**
- How many hours do you need to teach the project? The teacher is expected to teach for the entire class time and to demonstrate all steps needed to complete the project.
- 12 and 16-hour classes will be offered on two consecutive days. Twelve hour classes will be split into an eight hour session and a four hour session. Sixteen hour classes will be split into two 8-hour sessions.
- The length of time should be suitable for the project and level of difficulty.
- If the teacher chooses to have students transfer the design to the surface, this should be adequately allowed for within the specified class time.
- If project can't be taught within specified time, sufficient instructions and supplies must be provided to students to complete the project.

Using Aerosol Sprays

- Due to Building and Fire Codes aerosol propellants may not be sprayed, demonstrated or displayed at the Conference unless prior approval is obtained from the Education Coordinator. All rules and regulations concerning the use of aerosols must be adhered to.
- Check "Yes" on the *Teacher Contract* if the class will need access to aerosol spray use area.

Team Teaching

- Team-taught classes must follow all guidelines and policies of regular classes.
- SDP will issue one check payable to one person whose name should be indicated on the *Teacher Contract*.

Level of Class Difficulty

- **Beginner:** Student should have knowledge of the basic fundamentals and minimal skills in the stated medium.
- **Intermediate:** Student should have had previous classes, some experience and well-developed skills in the stated medium.
- **Advanced:** Student should have had extensive experience and highly developed skills in the stated medium.
- **Intensive Advanced Study:** Provides a challenging experience for advanced painters proficient in the stated medium. *State level on the label provided that goes on the back of the photo or must accompany CD-R.*

Intensive Advanced Study Class (IAS)

- Include with *Teacher Contract* a short bio and a four or five line description explaining why this piece is appropriate as an **IAS** class.

Determining Project Category

- Write which category your project should be entered under on the label attached to the back of the photo or accompany CD-R.
- If received without a category stated, SDP staff decides which category the project will be evaluated in. SDP reserves the right to transfer projects to a more suitable category.

Project Categories to Choose From

Animals & Birds	Flowers	Folk Art	Fruits & Vegetables
Landscapes	People	Holiday	Still Life
Stroke Art	Theory/Technique/Project		Theory/Technique/Worksheet

Do not be limited to the suggestions above; projects may be submitted that do not fall into any of the above categories.

Selection Process

Members of the Teachers Committee shall not submit classes to the Conference for which they participate in the selection process. In addition, members shall not discuss or vote on any submission in which they have a financial interest.

Submitted photos will be categorized and reviewed by members of the Teachers Committee. Each committee member evaluates each photo. Factors considered for selection:

- Is the project an original design?
- Does it appear there could be a possibility of copyright violation?
- Is the project one that appears likely to be chosen by the students?
- Does project have a good line of design/composition?
- Is the painting in focus and what will it look like reduced in the *Conference Special*?
- Is the indicated level of difficulty appropriate?
- Is the estimated time to teach the project appropriate?
- Is the cost of the project feasible for a Conference class?

Class Scheduling

- Projects are scheduled according to availability of the teacher and Conference classrooms.

Repeating Classes

- Classes reaching 30 students enrolled will be repeated with teacher's permission.
- Classes will be repeated until classroom allocation is full.
- If class enrollment reaches 30 students, the teacher will be contacted to see if they will accept 35 students in class.
- Class size will be increased depending on room size available.

Cancellation of Classes

- Due to insufficient enrollment, some classes may be cancelled. The SDP office will make notification of cancellation 10 weeks prior to the Conference.
- Since classes may be cancelled, it is recommended class supplies not be ordered before then.

Payment

Teachers who comply with their teaching contract, will be issued a pay check for pre-registered students during the conference. Final student counts will be determined once staff has returned to the office so a check can be issued for any remaining amount owed.

Promotion of Classes

- Projects will be promoted in the *Conference Special* and on the SDP website.
- **Teachers are encouraged to promote their classes in any way possible.**
- Classrooms provided at the Conference site will be arranged to the best ability of the management for the convenience of teachers and students. SDP has little control over heating, air conditioning and lighting. Teachers are encouraged to be positive at all times and make the best of the situation.

Selling Products During Class Time

- Only requested supplies pertinent to the class project may be sold in class. This is very important! Selling of other goods requires a booth on the trade show floor.

Classroom Helpers

- Teachers are encouraged to provide their own classroom helper.
- Classroom helpers won't automatically be provided for teachers, you must request one.
- The classroom helper does not have to be registered for the Conference.
- Classroom helpers are volunteers whose function is to assist teachers and students. Don't expect classroom helpers to provide personal services.

- It is the teacher's responsibility to move surfaces and supplies from Classroom Setup Stations to classrooms - not the classroom helper. Many teachers choose to give a set of class materials to classroom helpers as thanks for helping in the classroom.

Conference Registration for Teachers

- Conference Teachers are not required to register for the Conference. Teachers will receive name badge, ribbons, *Program Book* and access to the trade show floor.
- If a teacher takes classes, they must then register and pay the registration fee.
- **If registering after February 14, teachers are offered a reduced rate of \$39.**

Communication with Teachers Committee Members

- It is imperative teachers submitting projects for consideration refrain from contact and/or conversation with any Teachers Committee member regarding submitted project(s) before and/or during the selection process.
- Violation of this policy will result in disqualification of submitted pieces for that year.
- If you need information or assistance, contact the SDP Education Coordinator.

Double Check - Have You?

- Read the *Conference Submission Guidelines*?
- Completely filled out the *Teacher Contract* for each submission?
- Signed and dated the *Teacher Contract*?
- Included digital photos on CD-R or clear-focused glossy color photos for each submission?
- Made sure no brand names show in the photo?
- Filled out the project label completely and attached it to the back of each photo or enclosed it with the CD-R?
- Mailed so that submissions are received at SDP by June 16, 2010?**



**Society of Decorative Painters Teacher Contract
39th International Conference, May 17-21, 2011**

I hereby apply to teach at the 2011 SDP Conference to be held in Wichita, KS, in May 2011. I will abide by the following rules and policies:

1. **There is no fee to submit to teach. If you are selected to teach and you are not an SDP member, a \$40 processing fee will be deducted from your first payment for teaching.**
2. It is preferred that members of the Teachers Committee not submit classes to the Conference for which they participate in the selection process.
3. Submissions will be refused if not received at SDP by June 16, 2010.
4. Each teacher is limited to six (6) submissions. Only four (4) regular classes may be selected, but, in addition, teachers may also be involved in audits, IAS classes and Special Events.
5. **Project must be artists' original design.**
6. All projects submitted must be new and never taught or published and must remain so until the Conference begins.
7. **A digital photo submitted on CD-R is preferred for the selection process.** Digital photos need to be at least 2 megapixels or 1600 x 1200 pixels (resolution). Please do not resize the photo. A 4" x 6" color photo of each project must accompany the Teacher Contract. Photos become property of SDP and will not be returned. Color copies or actual projects are not suitable for submission. Multiple photos may be submitted to show your project to its best advantage. Only one photo will be featured in the *Conference Special*.
 - **Standard glossy photos will be accepted with this submission. Be advised, that for the following year (2012 conference), only digital photos on CD-R will be accepted.**
8. Photo must be free of specific product names and should be free of signature.
9. The **surface**, as shown in the *Conference Special* photo, must be provided to students at the specified cost. Any part not included must be indicated on the label attached to the back of the photo or with the CD-R.
10. If **special brushes or other supplies** are required for the project, they must be listed.
11. A painted sample must be delivered to Class Sales to be displayed. Sample may be removed and a photo displayed when teaching class. The sample should be returned after the class is completed.
12. Sufficient supplies to complete the project must be provided for all students. **This includes paint, mediums, pattern, written instructions, and at least one color picture if any project being taught.**
13. Only surfaces and requested supplies pertinent to the class project may be sold in class. **Teacher may not use class time for selling anything that is not needed to complete the class project. This includes demonstration boards, artwork, seminars, books, packets, videos, or any other products.**
14. Both teachers and students must observe the "No Smoking" policy.
15. A teacher may not cancel the obligation to teach once the project has been published in the *Conference Special*. Cancellations can only be considered in the event of personal or family emergencies and must be in writing as soon as the emergency occurs. Otherwise, the teacher cannot be considered for teaching in subsequent Conference years. However, due to insufficient enrollment, classes may be cancelled by SDP 10 weeks prior to the Conference. Notification will come from the SDP office.
16. Due to Building and Fire Codes aerosol propellants may not be sprayed, demonstrated, or displayed at the Conference unless prior approval is obtained from the Education Coordinator. All rules and regulations concerning the use of aerosols must be adhered to.

Copyright

The SDP, as an association of artists, is committed to the protection of your original artistic and literary work and to minimizing the SDP's liability exposure. Please carefully read the following document. **Your signature, which signifies that you have read and agree to this contract, is required for your participation in teaching at the Society's International Conference in Wichita, KS, during May 2011.**

Ownership. I represent and warrant that I am the owner of the artwork covered by this agreement and that the artwork has been created by me and is original and not copies, in whole or in part, of an existing work or design. I further represent and warrant that the artwork does not infringe any patent, copyright, trade secret, trademark, service mark, or other property right of any third individual.

Indemnity. I agree to indemnify and hold SDP officers, directors, employees, members, agents, and assigns harmless from any and all costs, claims, damages, expenses, losses and demands of any type (including legal expenses) incurred by or against SDP as a result of or in connection with any claim made or alleged that the artwork infringes upon any patent, copyright, trade secret, trademark, service mark, and other property right of any third party, or as a result of a breach of the representation or warranty contained in the preceding paragraph.

SDP Rules. I agree that SDP may investigate any claim that I have violated the terms of this or any other agreement with SDP, including but not limited to claims of infringement (referred to as "Investigation"). Any Investigation shall be undertaken by SDP in the manner, scope, and methods as decided by SDP in its sole action it deems necessary following such investigation, including but not limited to: termination of any pending or future offer to teach, publish or in any manner promote me or my artwork; disclosure of any such action to any third party, including but not limited to affiliates of SDP; any other action deemed appropriate in the sole discretion of SDP. SDP may act through its executive council or any designee or agent authorized by SDP to act for SDP in the Investigation.

SDP may use project photo in any printed or electronic promotional material. Publisher is not liable for errors in text, or shifts in color due to the printing process.

Are you an SDP member? () Yes () No Membership number: _____

Name _____ () CDA () MDA () TDA () DACA

Address _____

City _____ State/Province _____ Country _____ Zip _____

Phone () _____ Business () _____ Fax () _____

Email _____ Website: _____

(phone or email and website will be published in the *Conference Special*)

Teacher will be paid \$3 per hour/per student.

The \$40 processing fee for teaching is waived for SDP members. If you are not currently a member and are selected to teach, you may opt to pay the \$40 membership fee in lieu of the processing fee.

Project Title(s):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Projects may not be taught or published prior to the conference.

- Will you teach project(s) more than one time if registration requires it? _____ Yes _____ No
- **Will you be an exhibitor at the 2011 Conference?** _____ Yes _____ No
- Please state any special class scheduling requests here. (one- or two-day booth set-up, tear-down, judging, committee, etc.) _____

- Will class need access to aerosol spray use area? _____ Yes – Refer to SDP Conference Teacher Policies no. 15.

- List special supplies students should bring for **each** project: _____

I have read and understand all information offered in the Teacher Contract including the Teacher Policies. I agree to comply with all policies and rules on the Teacher Contract and on the back of the submission photo and understand that failure to comply is grounds for disqualification and/or one-year suspension.

Teacher Signature _____ Date _____

Team Teacher Signature _____ Date _____

If project is accepted, a copy of this contract, signed by SDP, will be returned to you.

Society of Decorative Painters Signature _____ Date _____

Return contract with either a digital photo(s) on a CD-R or a standard glossy photo(s) so that it is received at SDP by June 16, 2010 to:

**SDP, 2011 Class Submission, 393 N. McLean Blvd., Wichita, KS 67203-5968
(316) 269-9300 ext. 104, Fax (316) 269-9191, e-mail lisa@decorativepainters.org**

Project Title: _____
Category: _____
Medium: _____
Surface and Size: _____
Project Cost: _____
Comments On Cost: _____
Level: Beginner, Intermediate, Advanced, IAS
Hours: 4, 8, 12, 16 (Circle one)
New product or technique being introduced: _____

Learning objectives of class: _____

Attach additional information if needed. Information may be edited for publication in the *Conference Special*.

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