

Dear Festival faculty,

A new year is upon us! With that, comes reflection, New Year's Resolutions, and of course, opportunities for continuous improvement. From the Shamrock Hilton to the George R. Brown, there have been many changes at International Quilt Festival over the past forty-plus years—and many of you have been there through them all. Those changes have been the catalyst for progress, expansion, and enhancement along the way.

2016 will bring its own set of advancements as we continue to engage our attendees and provide them with the ultimate Festival experience while also taking care of our exhibitors, artists, faculty, volunteers, staff, and more. So what can you expect from 2016? Let's start with a new website! More user-friendly, more relevant, more inclusive, and just more WOW! It will include a much improved online enrollment process for students with hotlinks to teacher websites and class project photos will be visible both online and in the printed catalogue. The formal unveiling of the website is just around the corner, so stay tuned.

And if, as they say, "All good things come in threes," all of you Quilt Festival faculty members have some good news coming your way. Effective with Fall Quilt Festival/Houston 2016, the following changes, which have been under consideration for some time, will be instituted:

* Basic teacher pay will increase by 33%. For a 3-hour class, teachers will receive $20 per student (up from $15) and for a 6-hour class, teachers will receive $40 per student (up from $30).
* For multiple day classes, teacher pay per student will double (to $80) or triple (to $120), depending on the number of days the class is taught.
* Additionally, the policy restricting faculty from teaching/lecturing within a 100 mile radius of the Festival venue for ten days before or after Festival will be eliminated. This policy pre-dated the advent of online classes and was intended to help each teacher fill classes without being diluted by the same class being offered nearby.

Congratulations on being among the first set of faculty to enjoy these new policies. We so respect and appreciate what each and every one of you brings to the total experience that is "Festival" and look forward to many more years of collaboration in the classroom. Our doors are always open—whether in room 340AB at the GRB or via phone or e-mail all year long. Under my supervision, Jill Benge now coordinates the departmental operations and is joined by our full-time assistant Barbara Cline. Marcia Barker continues to work part-time on special projects. Our show team members complete our efforts onsite.

For us, Festival is the ultimate result of months and months of hard work and preparation, and our reward is knowing that the show presents you with the opportunity to showcase YOUR talents. Many thanks for allowing us to do just that. Having taught on the circuit for many years myself, I understand and value the hard work and passion you bring to your work. We are very pleased to be able to further reward your diligence and excellence.

**First Things First**

Please take a moment to review the details of the classes/lectures we have scheduled you to teach at 2016 International Quilt Festival. If you cannot teach these classes, or if you have changes or additions to your class description or supply list, please contact Jill Benge (jillb@quilts.com) or Barbara Cline (barbarac@quilts.com), **immediately** by email, fax (713/781-8182), or by phone (713/781-6864 ext. 122 or 124 ). Changes after we begin the class catalogue are costly and time consuming. Changes on site, after we begin classes, are often impossible. Understandably, those teachers teaching specific machine stitching techniques were given priority consideration for machine brand. If you are scheduled for a sewing machine room, the brand of machine is listed on your contract for each class scheduled. This may not always be your first choice, but even so, please offer your gratitude to the sewing machine company for providing your class machines. Their generosity makes taking a machine class at Festival possible for many of your students and so much more convenient for everyone.

**On to the paperwork!** Please complete and return the following:

 ***✓ One signed copy of your contract***

 ***✓ W8 or W9 form***

***✓ LCD Projector form*** - You will receive an LCD projector schedule before you arrive for Festival. To

help us prepare this schedule, please return the form with your signed contract by February 18.

***✓ Meet the Teachers proposal form is available here:*** <https://gbt.formstack.com/forms/meet_the_teachers>

 ***✓ Open Studios proposal form is available here:*** <https://gbt.formstack.com/forms/miu_os>

 ***✓ Christmas Celebrations Forum (Saturday afternoon), Mixed Media Forum (Thursday***

 ***afternoon), Friday Sampler, and Saturday Sampler handout sheet, if needed.***

* ***Students continue to comment about missing class project photos on our website.***If you did not include a project photo with your proposal, please email them by March 13. Increased enrollment will be your reward!

Good news! There’s also space left for presenters in the ***Friday & Saturday Samplers*** from 10:00 a.m.-noon. The Samplers are a great way to promote a new book, tool, fabric line, or just yourself. Please visit <http://quiltfestival-samplerforum.com/register/open> if you are interested in participating.

**Iron alert –**

If we have scheduled a class that requires more than 2 irons and you cannot teach it with that few, please call Jill immediately. Due to power constraints in the building, each classroom can house only two irons, however, we are able to set extra irons outside some of the classrooms.

**Low Enrollment Policy –**
In the event that a class has an enrollment of six (6) or fewer students at the time pre-enrollment closes,

1. You will be contacted and notified of the low enrollment.
2. Quilts, Inc. will guarantee you compensation for a minimum of six (6) students regardless if the actual enrollment is fewer than that.
3. Should on-site enrollments increase the class size to seven (7) or more; you will be compensated for the total number of students attending, **as usual**.
4. You will be paid your stated materials fee for the actual number of students on your final roster.

We hope you find this to be an agreeable situation and a generous effort to give every class every chance to fill to its individual potential.

**Cancellation Policies –**

Student cancellations may be made for a refund until the end of September 2016. After that date, there will be no refunds except for a few emergency exceptions. If a student does not show-up for a class, but is on the class roster, you will be paid the class fee and kit fee, if applicable, for that student. In some cases the student will request the kit be sent to them; we will ask you for the kit and send it to her. Refunds for serious dissatisfaction with a class are only considered in a situation that produces multiple complaints. In such an instance, we reserve the right to delete the person from the class list and from the teacher's payment schedule.

If a faculty member must cancel a class due to illness or emergency, every effort will be made to find a replacement teacher while giving the students the option of a refund or substitute teacher.

**Faculty lodging options –**

**Hyatt Regency Houston—**call 713/654-1234 or fax 713/646-6953 to make reservations.

**Hilton Americas Houston**—call 713/739-8000 or fax 713/739-8007. The Hilton Americas Houston has also reserved a special small block of 40 rooms for faculty—first come, first served. Use this link to make your reservations in the faculty block of rooms: [https://resweb.passkey.com/Resweb.do?mode=welcome\_gi\_new&groupID=54050325](https://resweb.passkey.com/Resweb.do?mode=welcome_gi_new&groupID=54050325" \t "_blank)

If you are interested in sharing a hotel room, please let Jill Benge know (jillb@quilts.com). She will compile a list of those interested through February 18, and then send it to everyone who is on this list. From there, you can make your own roommate arrangements. The International Quilt Festival provides this list as a courtesy to our faculty, but can accept no responsibility for the list or its use.

**Faculty perks – fees waived for these events**

When the class catalogues are printed, you will also receive a special faculty enrollment form which waives the fees for the following:

* all lectures
* IQA Winner’s Circle Celebration, Wednesday, November 2, 6:00-8:00 p.m.
* Machine Quilting Forum, Thursday, November 3, 9:00 a.m.-Noon
* Faculty Appreciation Luncheon, Thursday, noon-2:00 p.m.
* Mixed-Media Forum, Thursday, 2:00-5:00 p.m.
* Faculty Light Supper, Friday, November 4, 5:00-7:00 p.m.
* Friday (10:00 a.m.-noon) and Saturday, (10:00 a.m.-noon) Samplers
* Christmas Celebrations Forum, Saturday, November 5, 2:00-5:00 p.m.
* Evening Event, Saturday, November 5, 7:00-9:30 p.m.

**Ultimate Faculty perk – we treat you like family**

Coffee & cold drinks are available in the Education Office Monday through Sunday.  Please feel free to relax and regroup in this special area designated just for you. Your freight is readily available to you there, as well as table space for class prep or coffee break. Our Education team will be close by to answer questions and assist you in any way they can.  Please wear your faculty nametag at all times so you are recognized as faculty.

We look forward to another amazing gathering of quilters at the George R. Brown Convention Center. Until then, have a lovely spring and summer!

Most sincerely,



Judy Murrah

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