

Society of Decorative Painters - Conference Submission Guidelines

Peoria, IL – June 15-20, 2009

This information will assist you in understanding the policies that govern Conference classes. Please refer to the *Teacher Contract* for additional information.

- **June 16, 2008 – Submissions must be received in the SDP office!**
- July 2008 – Teachers Committee selects projects.
- July-August 2008 – Classes are scheduled and prepared for publication in the *Conference Special*.
- August 2008 – 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.
- Projects may have been taught previously and/or published. This must be noted on the *Teacher Contract*. **Please note: In an effort to offer classes of the highest standard, preference may be given to new projects which have never been taught or published. Beginning in 2010 all projects submitted must be new and never taught or published and must remain so until the Conference is over.**

Submission Photos

- Color copies or actual projects are not suitable for submission.
- A photo is required for the selection process. Multiple photos may be submitted to show your project to its best advantage. Only one photo will be featured in the *Conference Special*.
- Standard or digital photos may be submitted for the selection process. If submitting a digital photo a print out is still required for the selection process.
- If project is selected you may e-mail the digital photo to SDP for publication in the *Conference Special*. Digital photo needs to be at least 2 megapixels or 1600 x 1200 pixels (resolution). Please do not resize the photo.
- 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.
- Do not put your name on this label.
- **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.**

- **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, strobework 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 to best utilize the time allotment for scheduling.**
- **How many hours do you need to teach the project?**
4-hour, 8-hour, 12-hour or 16-hour
(12 and 16-hour classes will be offered on two consecutive days.)

Two Day Classes

- **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 Director. All rules and regulations concerning the use of aerosols must be adhered to.
- Check "Yes" on the *Teacher Contract* if 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.

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.
- 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

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

- Is the project an original design?
- **Please note: In an effort to offer classes of the highest standard, preference may be given to new projects which have never been taught or published. Beginning in 2010 all projects submitted must be new and never taught or published and must remain so until the Conference is over.**
- 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's recommended class supplies not be ordered before then.

Promotion of Classes

- Projects will be promoted equitably in the *Conference Special* **and on the SDP website.**
- 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's the teacher's responsibility to move surfaces and supplies from Classroom Setup Stations to classrooms - not the classroom helpers'. 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 Director.

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 a clear focused glossy color photo 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?
- Mailed so that submissions are received at SDP by June 16, 2008?**

Society of Decorative Painters Teacher Contract
37th International Conference, June 15-20, 2009, Peoria, IL

Membership No. _____ (print or type)
Name _____ ()CDA ()MDA ()TDA ()DACA
Address _____
City _____ State/Province _____ Country _____ Zip _____
Phone() _____ Business() _____ Fax() _____
E-mail _____ Website _____

(phone or e-mail and website will be published in the *Conference Special*)

Social Security or Taxpayer ID Number _____
Name as shown on Social Security Card _____
Team Teacher Name _____ ()CDA ()MDA ()TDA ()DACA
Membership Number _____ E-mail _____

Teacher will be paid \$3 per hour/per student for a maximum of 30 students.

- **Project Title:** _____
- State if project has been taught or published and if so, where. – Refer to SDP Conference Teacher Policies no. 5. _____
- Will you teach project more than one time if registration requires it? _____ Yes _____ No
- **Will you be an exhibitor at the 2009 Conference?** _____ **Yes** _____ **No**
- Special scheduling request? (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 to class: _____

SDP Conference Teacher Policies

1. All who teach at the Conference must be members in good standing of the SDP during the submission year and the Conference year. **Members of the Teachers Committee shall not submit classes to the Conference for which they participate in the selection process.**
2. **Submissions will be refused if not received at SDP by June 16, 2008.**
3. 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.
4. **Project must be artists' original design.**
5. Project may have been taught previously and/or published. This must be noted above so it can be published in the *Conference Special*. **Please note: In an effort to offer classes of the highest standard, preference may be given to new projects which have never been taught or published. Beginning in 2010 all projects submitted must be new and never taught or published and must remain so until the Conference is over.**
6. A 4"x6" color photo must accompany the Teacher Contract. Photo becomes property of SDP and will not be returned.

7. Photo must be free of specific product names and should be free of signature.
8. The project 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.
9. If special supplies are required for the project, they must be listed.
10. A painted sample must be delivered to Class Sales to be displayed. Sample may be removed when teaching class.
11. Sufficient supplies to complete the project must be provided for all students.
12. Only surfaces and requested supplies pertinent to the class project may be sold in class.
13. Both teachers and students must observe the "No Smoking" policy.
14. 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.
15. 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 Director. 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 at Peoria, IL June 15-20, 2009.

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 discretion in accordance with SDP Bylaws. I agree to fully cooperate with any Investigation. SDP may take any 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.**

I have read and understand all information offered in the Teacher Contract including the Teacher Policies. I agree to comply with all policies 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 photo so that it is **received** at SDP by **June 16, 2008** to:

**SDP, 2009 Class Submission, 393 N. McLean Blvd., Wichita, KS 67203-5968
(316) 269-9300 ext. 104, Fax (316) 269-9191, e-mail janelle@decorativepainters.org**

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Cut apart and tape to the back of the submission photo.

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*.

Project Title: _____
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Medium: _____
Surface and Size: _____
Project Cost: _____
Comments On Cost: _____
Level: Beginner, Intermediate, Advanced, IAS, Audit
Hours: 4, 8, 12, 16 – Circle one
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