



2018 SDP Class Submission Guidelines And Rules & Regulations May 8-12, 2018; Ocean Center, Daytona Beach, FL

This information will assist you in understanding the policies that govern Conference classes. All applications must be submitted electronically at: <https://www.surveymonkey.com/r/SDP2018APP>. **All applications must be received by July 28, 2017.**

- **AUGUST 2017** – Teachers Committee selects projects
- **SEPTEMBER 2017** – Notification sent to teachers of submissions being accepted or declined, along with information to proof for the *Conference Special*.

PROJECT OPTIONS/COMPENSATION

During the application process, Teachers will be able to choose from two options:

- Option 1: Projects that are new, untaught and unpublished will be given preference. Teachers will be paid \$5/hour per student. Instructions and line drawings must remain unpublished and remain so until the Conference begins.
- Option 2: Projects that have been previously taught and/or published. Teachers will be paid \$3/hour per student.

PROJECT ORIGINALITY

- **Projects submitted must be artists' original designs.** If project is based on primary photography, it must have prior written permission (form will be provided with contract). Furthermore, the photograph submitted was taken by the Teacher or the Teacher has written permission to use the photograph and grant the permission(s) required under the Teacher Contract. Please see the 'OWNERSHIP' section of the Rules & Regulations below for more detailed information.
- Projects may not be taught prior to the conference, with the exception of one practice class of not more than 12 students held within a 100-mile radius from the teacher's home address. The practice class cannot be advertised using social media, printed materials, etc.

SUBMISSION PHOTOS

- Photographs must accompany each submission. Color copies or actual projects are not suitable for submission.
- Projects will be selected based on the accuracy and quality of the photo.
- **Digital photos for all projects are required. Shortly after we receive your application submission you will receive a link to upload your photos to an online Dropbox folder. When uploading your file, please use this naming convention: YourLastName_ClassTitle.** Note that confirmations will only be sent Monday-Friday during normal business hours.
- **Digital photos must be at least 2 megapixels or 1600 x 1200 pixels (resolution). PLEASE DO NOT RESIZE PHOTOS.** Photos must be oriented for display so the top of the photo faces the top when viewing.
- **Photo(s) must be free of specific product names and should be free of signatures.**
- You may submit multiple photos of each project to show it to its best advantage. Normally, only one photo will be featured in the *Conference Special*.

TIPS FOR A BETTER PHOTO

- 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.**

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, stroke-work 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.

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:

- Retail cost of 30 packets (design, instructions, etc.) including photo for each student _____

Project Expense:

- 30 project surfaces at retail price _____
- Accessories for 30 projects (frame, glass bowl, mat, brass feet, etc.) _____
- TIP: Expensive or large-sized surfaces may discourage students from taking your class. Consider how the student will transport the project home.

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.) _____
- Other materials (plastic sleeve, notebook) _____
- Cost of video equipment and screen, if used _____

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 the following hour increments (4, 6, 8) to best utilize the time allotment for scheduling. Please note these hours are for class-time only; time will be built into the schedule for breaks (30 minutes for 4-hour classes and 1 hour for 6- and 8-hour classes). **Submitting both 4-hour and 6-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.
- 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.

HEALTH NOTICE

- Both teachers and students must observe the "No Smoking" policy.
- Please refrain from heavy perfumes as others may be allergic.

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.

DETERMINING PROJECT CATEGORY

PROJECT CATEGORIES TO CHOOSE FROM - *Do not be limited to the suggestions below; projects may be submitted that do not fall into any of the above categories.*

Animals
 Floral
 Landscapes
 Portrait
 Still Life
 Stroke Art
 Whimsical

SELECTION PROCESS

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

- Does the photo show your project to its best advantage?
- Does it appear there could be a possibility of copyright violation?
- Is the project one that appears likely to be chosen by the students?
- Is the painting in focus and what will it look like reduced in the *Conference Special*?
- Does the project have a good line of design/composition?
- 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? Can the project be easily transported?

REPEATING CLASSES/INCREASING CLASS SIZE

- Classes reaching 30 students enrolled may be repeated with teacher's permission.
- Class size will only be increased depending on room size available.

CANCELLATION OF CLASSES

- Due to insufficient enrollment, some classes may be cancelled.
- SDP will keep Teachers apprised of class enrollment regularly.
- SDP will make all efforts to notify Teachers of class cancellations at least 8 weeks prior to 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 paycheck for students who pre-registered up to one month prior to the Conference. Checks will be issued onsite at the Conference after a Teacher's class has been completed. Final student counts will be determined once staff has returned to the office so a check can be issued for any remaining amount owed, 4-6 weeks after Conference.

PROMOTION OF CLASSES

- **The submitted photo(s) will be used to advertise classes in the *Conference Special*, SDP's website, and other advertising.**
- **Teachers are encouraged to promote their classes in any way possible (excluding the practice class).**
- 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.

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.
- Note that SDP will have staff monitoring the rooms and may wipe down or remove table vinyl in between classes. This staff will also pass out conference items such as class surveys or important teacher notifications.

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 Certification & Conference Manager, Miho Halsey at miho@decorativepainters.org

SDP 46th Annual Conference & Expo

RULES & REGULATIONS SUMMARY

The words "Society" or "SDP" shall mean the Society of Decorative Painters.
The word "Teacher" shall mean the undersigned of this Contract, and his/her employees.

Each teacher is limited to six (6) submissions; please submit one (1) contract per project. Only four (4) regular classes may be selected.

Projects submitted must be artists' original designs. If project is based on primary or existing photography, it must have prior written permission (form will be provided with contract). Furthermore, the photograph submitted was taken by the Teacher or the Teacher has written permission to use the photograph and grant the permission(s) required under the Teacher Contract.

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.**

NEW Projects may not be taught prior to the conference, with the exception of one practice class of not more than 12 students held within a 100-mile radius from the teacher's home address. The practice class cannot be advertised using social media, printed materials, etc.

Digital photos must be uploaded to an online Dropbox folder. A link to the folder will be sent out after your application is submitted. Photo(s) must be free of specific product names and should be free of signatures.

The surface, as shown in the *Conference Special* photo, must be provided to students at the specified cost.

The painted sample that appears in the submitted photo must be delivered to the Class Display and remain on display through Saturday afternoon (when possible). Sample may be removed when teaching class, but the sample must be returned to the Class Display after the class is completed.

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. However, due to insufficient enrollment, classes may be cancelled by SDP at least 8 weeks prior to the Conference. Notification will come from the SDP office. **Any contract infringement or violation will be submitted for review.**

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 unless used with permission (such permission is attached). (Ex. If your design is based on a photograph, unless you took the photograph – permission must be granted from the photographer, in writing, and attached to this submission.) 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, defend, 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 and 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 is 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. I agree to hold SDP harmless for any investigation conducted by SDP, will pay any expenses incurred by SDP for such an investigation, and will abide by any decision that SDP renders as a result of such investigation and hold SDP harmless for any action it takes based on such

investigation and/or any actions taken pursuant to this paragraph.

SDP utilizes different methods to advertise SDP, the International Convention, SDP events, and the Decorative Painter. I understand and give SDP permission to use the submitted project photo(s) and related content in any printed or electronic manner including but not limited to printed and digital catalogs, social media (Ex. Facebook, Instagram, Pinterest, etc.). I also understand Publisher is not liable for errors in text, or shifts in color due to the printing process.

SALES TAX: (when applicable) Sales tax must be collected on items sold. Seller is responsible for maintaining all proper licenses and records and submitting taxes and reports to the proper authorities.

PHOTO RELEASE/VIDEO: With my participation at this event, I realize that I and/or my product may be included in publicity photos and/or videos in future promotional materials. I hereby give my consent to the event's producers to use any such photos and/or video.