



Workshop Instructor Guidelines

**ACCEPTED WORKSHOPS WILL ONLY BE CANCELED
FOR EXTREME CIRCUMSTANCES**

General Guidelines:

- Workshops must be focused on styles, theories or techniques related to natural fibers, fiber production & the fiber arts.
- Instructors may not promote one brand over another during workshops.
- Materials for each workshop will be provided by the instructor and paid for by the students unless otherwise stated in advance. (Payment for materials is made directly to the instructor.)
- Instructors may make available extra materials used in the workshop, but may not offer other merchandise for sale.
- MFF welcomes workshops in a wide variety of topics and at all skill levels.
- Preference may be given to Instructors who are able to teach multiple workshops.

Compensation:

Pay rate for classes with 6 or more students

Step 1: \$250 half day/ \$500 full day for instructors having 1 through 3 years at MFF

Step 2: \$300 half day/ \$600 full day for instructors having 4 through 9 years at MFF

Step 3: \$350 half day/ \$700 full day for elite instructors and those having 10 or more years at MFF

If an instructor teaches less than 6 students in any offered class they will receive \$10.25 per hour/per student taught (i.e. \$30.75 per student half day; \$61.50 per student full day)

One featured instructor per year may receive a higher rate with approval of the Board.

In order to be compensated, instructors must sign and return the following:

- Copy of the workshop contract.
- W-9 form
- Attendance sheets from all classes.
- Student evaluations (if any prefer hard copy)

Professional Courtesy:

- Instructors offering negative remarks or comments about other instructors or the Festival verbally or via social media will not be invited to teach in the future.
- Negative comments and suggestions should be presented in the evaluation form provided.

Questions? Contact the office: staff@michiganfiberfestival.info