

Michigan Fiber Festival Inc. Workshop Instructors Guidelines

Instructors for workshops will be selected by the workshop committee following the guidelines set forth as follows.

- A. All instructors will be paid according to scale listed as follows:
 - 1. First time instructors or new teachers will receive \$200.00 per half day session.
 - 2. Renowned instructors who require higher fees will be allowed only when authorized with pre-approval from the board, on a very limited basis, no more than one per Festival.
- B. Instructors will be paid mileage to and from festival. Airfares if needed can be handled by agents of the festival or the instructor. Mileage will be \$0.54 per mile until changed by the board of directors. Total mileage or airfare cost per instructor **can not exceed \$450.00, without board approval.**
- C. Materials for each workshop will be provided by the instructor and paid for by the participants unless otherwise stated in advance. Fees recommended not to exceed \$15.00 per 1/2 day workshop.
- D. Instructors are not allowed to promote the sale of items or push the sale of one item over another during workshops. Workshops must be focused on styles, theories or techniques to further the education of the participants. Only products directly related to the workshop can be made available if participants request additional materials.
- E. All instructors will sign and return a copy of the workshop contract listing all classes and programs to be presented. Amounts for fees, mileage and materials will be listed. Only pre-approved expenses or fees will be paid as set forth in the contract.
- F. Lodging will be approved for instructors at the rate of 1 nights lodging for each full day of classes. Double occupancy will be the normal lodging for all instructors, when using hotels. The flat pre-approved rate of \$70.00 per night will be reimbursed to instructors. Lodging arrangements will be made by the instructor, for hotels.
- G. Instructors should be chosen on the basis of their ability to teach multiple workshops. Each instructor should be able to conduct a minimum of at least two days of workshops.
- H. Classes should be made available for all skill levels.
- I. Classes may be canceled if there are fewer than 5 students.
- J. Instructors offering negative remarks or comments about other instructors or the festival, will not be invited to teach in following years. Negative comments and suggestions should be presented in the evaluations provided.

(Please note: board, committee members, and volunteers attend workshops and offer evaluations on workshops and instructors.)