QC Online Workshop Application

Instructions

1. Workshop offerings MUST be quarter scale projects or teach a skill that is applicable to quarter scale projects.

2. Workshop information must be submitted in a format that is suitable for cutting and pasting information into a webpage. You can submit a .doc file or can include this information in an email, but you cannot hand-write the information on a form and submit that.

3. Workshop applications must include a high resolution photograph of the finished product.   You may include up to 4 photographs total to show different views of the project. Photos must be sent as .jpg files and named in an identifiable way (e.g. DesertMinisFront.jpg, DesertMinisBack.jpg)

4. There is a charge for offering a workshop on QC. That charge is $5/student OR 10% of the kit cost/student, whichever is less. So if your workshop is priced at $25.00, you will pay QC $2.50/kit. If your workshop is priced at $60.00, you will pay QC $5.00/kit.

5.   Listings are to be sent to Liz West at liz@taffyandme.com and Janet Smith at desertminis@gmail.com.   PLEASE INCLUDE the month(s) that you would like to offer your workshop.   We will do our best to accommodate you, but will need to work around any workshops already on the schedule.

The schedule for workshops is as follows:

25 days prior to workshop opening: Submit photos of the workshop if you want to have a preview page posted on the website to encourage participation.

10 days prior to workshop opening: Submit all final photos and information about the workshop.

3-5 days prior to workshop opening: You will receive a link to review the information posted about your workshop. It is your responsibility to review this information prior to the workshop going live.

Day 1-7 of the workshop offering: QC will receive registrations and forward all information about each student to you. It is your responsibility to contact students with payment instructions. QC will do advertising on your behalf through the Groups.io group.

End of Month of workshop offering: This is the final due date for payments by students, however many will pay earlier than this. If there are students who do not pay, notify Liz and Janet so that we can issue payment reminders.

End of Month following the workshop offering: This is the last day that you can ship the workshop kits. However, many workshop instructors will ship earlier, even as soon as payments are received.

Please submit your workshop information using the following format. We will cut and paste this block of text and include it on the QC Website. Make sure you leave the headings in place and enter your information as you want it to appear on the website.   And remove the "helper text" such as "Enter Your Workshop Title Here" as you go so all that is left are the headers and your workshop information.

Workshop Title: Enter Your Workshop Title Here

Workshop Instructor: Enter Your Name Here

Instructor's Email Address: Enter Your Email Address Here

Instructor's Website Address: Enter Your Website Address Here

Workshop Description: Enter a Description of Your Workshop Here. Please try to stay at 100 words or less.

Finished Size of the Project: Enter the size of the project here.

Skill Level: Enter Beginner, Intermediate or Advanced

Tools and Supplies: Enter a List of Tools and Supplies Needed to Complete Your Workshop. Please try to stay at 100 words or less.

Total Kits Available: Enter the number of Kits Available

Kit Cost: Enter the Cost for the Kit

Shipping (US): Enter US Shipping Costs

Shipping (Canada): Enter Shipping Costs to Canada

Shipping (Rest of World): Enter Shipping Costs to other Destinations (NOTE: If you need to use a different set of shipping costs, you are welcome to…just use the format here.)

Payment Types Accepted: Enter the Types of Payments that You Accept