

# Instructor Form 2019

## Marketable Skills and Learning Session Classes

Marketable Skill Craft Class \_\_\_\_\_ Learning Session Class \_\_\_\_\_ Thurs. Walk-In \_\_\_\_\_

Instructor Name \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Email **REQUIRED:** May use agent's \_\_\_\_\_

Check **ONE:** Agent \_\_\_\_\_ FCE Member \_\_\_\_\_ Non-FCE Member \_\_\_\_\_

Craft Class to be taught: \_\_\_\_\_ Cost: \_\_\_\_\_

Learning Session to be taught: \_\_\_\_\_ FCL Class **Yes or No**

Alternate Teacher **RECOMMENDED:** \_\_\_\_\_

Hours needed to complete craft or session: **Circle One** 15-minute 1hr 2hr 4hr

Number of persons per class \_\_\_\_\_ Number of classes I will teach \_\_\_\_\_

Please **CIRCLE** if class is for: **BEGINNERS** **ADVANCED** **EITHER**

Can participants drop in to begin their project at any time during class? **Yes or No**

List all supplies the participant will need to furnish (scissors, needles, pins, etc.) \_\_\_\_\_

Will you have "Take Home Kits" furnishing all supplies? **Yes or No** Cost of Kit? \_\_\_\_\_

Check the day(s) and approximate time(s) you will teach your class(es):

Wed., May 29 9:00-10am \_\_\_\_\_ 10:15-11:15am \_\_\_\_\_ 3:30-4:30pm \_\_\_\_\_ Night Owl \_\_\_\_\_

Thurs., May 30 8:30-10:10am \_\_\_\_\_ 10:15-11:15am \_\_\_\_\_ 3:30-4:30pm \_\_\_\_\_ Night Owl \_\_\_\_\_

Please **CIRCLE** any of the following that you need for your craft or learning session:

**Tables - How many?** \_\_\_\_\_ **Chairs** \_\_\_\_\_ **Water Faucet** \_\_\_\_\_ **Electricity** \_\_\_\_\_

Any other requirements: \_\_\_\_\_

You **MUST** include a short class description on a separate sheet of paper.

Please return this form **No later than Friday, February 15<sup>th</sup>, 2019** to:

***Karen Hughes, 15380 Dodson Branch Hwy, Cookeville TN 38501***

**Send a digital picture of completed craft to: [FCERetreat@gmail.com](mailto:FCERetreat@gmail.com)**

**Contact Karen Hughes if necessary at above email or 317-397-6920 (cell)**