

Notice of Intent to Participate as a Presenter
Creative Arts Retreat, June 28 -30, 2019
(Form due by April 1, 2019 so project photos can go on line for publicity purposes!)

Name: _____ will present at the Creative Arts Retreat.

1. Title of presentation: _____
Circle workshop type: Friday night mini session, Saturday session, or Creative Arts Learning Center.

2. Materials supplied by the presenter: _____
(The materials will be paid for from the Creative Arts Retreat Fund. There is a per person/ per project limit of \$6.00, unless the presenter has prior approval of the committee chairman.) Obtain a voucher from the WIA Chair at the retreat. Attach your bills and return both to her. No funds can be issued without receipts. Please estimate your per person/project expenses: \$_____ (Friday evening "mini" projects and C.A.L.C projects should cost \$4.00 or less.) Handouts & printed instructions are appreciated & help expedite the learning situation & aid in completing creations within our time schedule.

3. Materials the participants will need to bring:

4. Equipment & materials the presenter will bring: REMEMBER - Absolutely **NO toxic materials** or sprays) _____

5. What will you need to have available at the retreat?
(water source, electrical, tables, etc.) _____

6. Time needed for the presentation: _____ (single sessions are one hour & fifteen minutes long. Some presenters need a double session & some are willing to repeat their session.) Time needed for Friday night mini project _____
Time needed for C.A.L.C. project _____

7. How many people can you accommodate in your workshop? _____

Please plan to briefly explain & show examples of your project Friday evening. Presenters will need to be responsible for their own clean up. Bring disposable table cloths to protect the tables from paint, glue, ink, etc. **NO toxic materials**, please. All workshops will be held in the Mansion on the main level with the Creative Arts Learning Center in the Rec Room in the lower level of the Mansion.

Thank You!

Sue Dion, WIA Chair
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