

Notice of Intent to Participate as a Presenter - Creative Arts Retreat, October 6-8, 2017
(Form due by Sept. 9, 2017)

Name: _____ will present at the Creative Arts Retreat.

1. Title of presentation: _____

Circle type: Friday night session, Saturday session, Saturday night session

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 Sue Dion at the retreat. Attach your bills and return it to her. No funds can be issued without receipts. Please estimate your per person/project expenses: \$_____ (Friday & Saturday evening "mini" 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. If you can make extra handouts available to those interested but unable to attend that would also be appreciated.

3. Materials the participants will need to bring: _____

4. Equipment & materials the presenter will bring: REMEMBER - Absolutely **NO toxic materials** or sprays as per NIU policy!

5. What will you need to have available at the retreat?

(watersource,electrical,tables,etc.) __

6. Time needed for the presentation: _____ (single sessions are one hour or one hour & fifteen minutes long. Some presenters need a double session & some are willing to repeat their session.) Small projects for Friday evening at the dining hall & Saturday night in the dorm are also needed. Please indicate if this is appropriate for your 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. **NO toxic materials**, please, as per Lorado Taft Campus policy. Carts can be found near the garage (#14 on the map) to help you move supplies from your car to your classroom area. Please return them when you are finished unloading. Thank You!

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