

Notes for STITCHES instructors

Teacher Payment Information

1. STITCHES pays teachers on a sliding scale that is based on the final number of registered students in the class. An initial payment based on \$65/hour is made at the event. Final payments are sent approximately one month following the event and include your stipend.
2. If you have a class with 5 or fewer students, it may be cancelled OR, if agreeable to both STITCHES and you, it may continue with a revised contract.
3. In addition, if your schedule has 9 or more class hours, you will receive:
 - A. A room at the host hotel for the nights required by your teaching schedule; half of the room cost will go directly onto the XRX, Inc. bill and will be paid by STITCHES. The remainder of the room cost will be your responsibility UNLESS you choose to share a room with another teacher. All additional charges are your responsibility. Teacher rooms will be booked and roommate arrangements will be made by STITCHES staff 6 to 8 weeks before the show and after you have let us know your preference.
 - B. STITCHES will pay the approved cost of your travel from your home to the event. Submit the price to mavis@xrx-inc.com for approval **before** purchasing. The travel cost will be included with your initial payment at STITCHES. If you live outside the United States, STITCHES will cover a portion of your plane ticket to be agreed upon before the teaching contract is signed.
 - C. You will receive a \$40 per day stipend for each day you teach.

Primary Teaching Obligations

1. Class Times

Class times are 9:00am-12:00pm for morning classes, 1:30-4:30pm on Thursday and Sunday afternoon, and 2:00pm-5:00pm on Friday and Saturday. You should schedule a 10-15 minute break during each 3-hour period. Please make sure all classes run as close to those 3-hour segments as possible.

2. Required Function

If you have a hotel room on Saturday evening, you are to attend the Student Banquet as a guest of STITCHES. The Student Banquet is an opportunity for you to meet and interact with students. They could be in your classroom next year! Teachers will be seated throughout the room at student tables. The Student Fashion Show that follows dinner is a very special time where we celebrate what the students make. Often they model the results of what they've learned at the last STITCHES and acknowledge the teachers. We encourage you to stay for as much of it as you can. Celebrate your clients' success!

3. Optional Functions

If space is available, teachers interested in attending the Fashion Show will be admitted at no charge, but we do ask that you wait until other attendees are seated before entering the Show. You may purchase a ticket for the Friday Dinner; just let Mavis know at least a week in advance. Thursday evening presentations are also open to the teachers free of charge; just show your badge to enter.

4. Pre-Class Preparation

Please come prepared and arrive at least 10-15 minutes before class. This allows any A/V equipment and materials to be tested, and your class can begin on time. A "Classroom Requirements" sheet for A/V and set-up requests will accompany your contract.

5. Handouts

A PDF of your hand-out can be e-mailed to XRX no later than 8 weeks prior to the show. XRX will print copies of the handout for you, and they will be available for you in your teacher folder at the Registration Desk when you arrive.

Stitches Policies

If students have questions, please direct them to the Registration Desk where their concerns will be addressed. Please do not to speak on behalf of XRX regarding general policies.

Other Teaching Opportunities

1) Market Sessions

Market Sessions are 1-hour teaching opportunities. designed to offer people a 'taste' of something before they decide to look at the topic more 'in-depth'. These classes are offered in a curtained area within the Market during show hours. Market Sessions are selected 8–10 weeks before the event, but submissions may be made at any time, using the Class Proposal form.

Teachers are paid \$100 for each 1-hour session. Each class is limited to 20 students, so you need to be prepared for that number since sign-ups can be last-minute. Homework and an extensive supply list are discouraged. There are no Market Sessions on Thursday

Market Session handouts may be e-mailed to STITCHES in PDF format; they will be printed and ready for you at the show.

Vendors may sponsor a Market Session to promote their business. XRX will not pay the teacher fee but instead will list the sponsoring company's name and logo in Market Session promotions both on-line and at the event. The sponsor may also supply product for the students to use in class and/or take home.

2) Camp STITCHES

If you have a special class topic that works with a multi-day format, consider Camp. Presently, there are two Camp STITCHES scheduled each year. These events focus on the classroom experience; there is no Market.

Each Camp class is 15 hours; a single, in-depth topic is taught over 3 days (Day 1—6 hours, Day 2—3 hours, Day 3—6 hours). Camp classes are limited to 20 people with the average size being 10–12.

Camp teachers are paid a flat rate for teaching;; STITCHES covers travel expenses, hotel room for 4 nights, breakfast and lunch each day, and a stipend for evening meals.

If you still have questions about teaching at any STITCHES event, please contact Mavis Smith our event coordinator. She can be reached at mavis@xrx-inc.com or 605-338-2450.