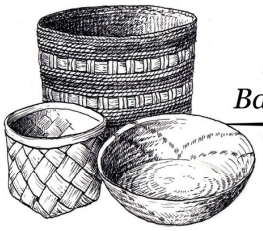
NORTHWEST BASKET WEAVERS GUILD

RETREAT WORKSHOP PROPOSAL FORM

May 19-23, 2027

Seabeck Conference Center, Seabeck, WA



We are accepting proposals for workshops from 3–16 hours in length, in addition to 2-hour "mini-demos" (hands-on or demonstration) for W(h)ine and Weave, the Wednesday evening ice-breaker event. Class times are as follows:

Wednesday:	2:00pm – 6:00pm; W&W: 7:00pm – 9:00pm
Thursday/Friday/Saturday:	9:00am – 12:30pm & 1:30pm – 6:00pm
Sunday:	9:00am – 1:00pm

Instructions for Class Proposals

- Emphasize the skill level needed for your class. If the class is intermediate or advanced, describe the requisite skills in the class descriptions.
- Be realistic about the time needed for the class. Include in your description whether a less experienced student may not finish in class.
- You must complete separate forms for each class you are proposing. You may complete the section in the box (contact information) only once.
- Include a photo of the class project. A sharp, clear photo with a plain background works best for our brochure. Photos should be a minimum of 900 pixels on the long side. Your Proposal will not be considered without a photo.
- Email proposal form and digital photo of the project to: **retreatworkshops@nwbasketweavers.org**
- **Proposal Deadline: NOVEMBER 11, 2026**

Compensation: $50 per teaching hour and prorated reimbursement for room and board, up to the costs of a shared room in Huckleberry or Salal.

- Selection of premium lodging (ex. Pines) incurs an additional fee to instructor.
- Instructors who teach, but stay off campus, or teach less than 4 hours in a day, will be compensated the day-use fee.
- Teachers leading mini-demos are paid for two hours of teaching; these hours do not apply toward housing compensation.
- First retreat? Housing is confusing, email Kadey (address below) with questions.

Teacher Registration for Retreat and Notification of Class Schedule

- Teachers are encouraged to register immediately when the Retreat registration team sends out teacher registration forms (late January). This gives you priority selection for your desired housing.
- Teachers **MUST** register once they've received confirmation their class is a "GO"—meaning it has reached the minimum enrollment requirement (mid-March). Registration informs us of the number of nights you will stay, dietary information, emergency contact, etc.
- Teachers may sign-up to reserve a spot in a class in case their workshop does not "go". This registration will be automatically canceled if it does "go".
- Teachers will be notified of final class count by the first week of May.

Further Questions? LOUIE: Proposals Coordinator retreatworkshops@nwbasketweavers.org
KADEY: Retreat Committee Chair springretreat@nwbasketweavers.org

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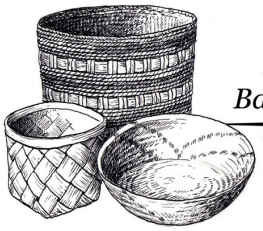

Complete this section only once

NAME _____

ADDRESS _____

E-Mail _____

PHONE _____ CELL _____

1. What is the minimum number of hours you are willing to teach in order to attend? _____

2. Teaching day preference? _____

Complete this form for each workshop proposed

TEACHER NAME _____

TITLE OF WORKSHOP _____

DESCRIPTION OF WORKSHOP If class is INT to ADV, include required prerequisite skills. _____

_____

_____

_____

Length of Session: _____ **Class/ Workshop** (3-4 hrs = half day; 4-8 hrs = full day; 12+ hrs = multi day)

_____ **Mini-Demo** (2 hr max Wednesday evening W(h)ine & Weave event)

Dimensions of Basket: _____H_____L_____W Maximum number of Students: _____

Skill Level: ___ **Beginner**: little to no prior experience. Have not completed a basket or are just learning basic techniques.

___ **Intermediate**: some experience. Have completed a few baskets, and have worked with one or more material or technique.

___ **Advanced**: extensive experience. Comfortable with many materials or techniques and have completed multiple baskets.

Materials fee per student, if applicable: $ _____ (NWBW will add $2 to cover credit card fees)

Materials in basket: _____

List of tools required for students to bring to class: _____

Will you need access to: Water? _____ Electricity? _____

Send completed proposals with photos to: retreatworkshops@nwbasketweavers.org

(Applications without photos will not be considered)

PROPOSALS DUE BY NOVEMBER 11, 2026