



2011 HOOT CONVENTION
August 8 - 13, 2011
HEART OF OHIO TOLE CHAPTER, INC.
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EDUCATOR'S PROJECT CHECKLIST

Use this list to help you gather pertinent information.

- _____ 1. You may submit up to six (6) projects for our consideration. **NO** email submissions.
- _____ 2. Send two (2) glossy identical color photographs (approximately 4"x6") for each project. Make sure photos are of high quality with contrasting background. **No enlargements, photocopies or black and white photos will be accepted.**
- _____ 3. Complete the enclosed photo label and indicate the top of the picture **before** attaching to the backs of the photographs. Please state whether everything shown in the photo is included in the class project fee.
- _____ 4. Complete a "Project Data Sheet" for each project submitted. Attach a permission slip if the project is not of your own design. Please remember to list any special brushes and supplies you require on the project data sheet.
- _____ 5. Complete "Educator Information Sheet" and enclose two (2) of your business cards.
- _____ 6. **Read, complete legibly, and sign** the "Educator Contract". **Return both copies.** If you are selected to teach, you will receive an approved and signed copy for your records.
- _____ 7. If you are using Jo Sonja paint, list the medium as gouache. If you are using Genesis Heat-Set Oil, list heat-set oil.
- _____ 8. **No project being submitted can be offered at any other convention, magazine or publication during the 2011 calendar year.**

Please be aware that you will need a Vendor's License, available from the Ohio Department of Taxation. Ohio sales tax is currently 6.75% (rate may vary). Enter your project fee and HOOT will add the sales tax. We will round the fee to an even dollar or half dollar.

Mail all information to the Educator Chair at the address listed below **postmarked by November 1, 2010.** To ensure the quality of the photo submitted, we cannot accept submissions by email.

If you have any questions, do not hesitate to contact us. Please feel free to contact us at our fax number or email address to confirm that we have received your projects. The mail service in all areas is not equal.

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Jayne Blevins, 2011 Convention Chair
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