



Workroom Tech
104 Palmer Street
Tryon, NC 28782

WORKROOM TECH CLASS PROPOSAL

Custom Workroom Technical Center is looking for talented workroom professionals to share skills, knowledge, techniques, and inspiration. Whether you are an experienced teacher or not, we would like to hear from you! We are looking for classes for all levels of sewing window treatments and soft furnishings, business practices, and sales and marketing for aspiring or established workrooms.

ABOUT WORKROOM TECH

Custom Workroom Technical Center or "Workroom Tech" is a training facility dedicated to the custom workroom industry with weekly hands-on classes for window treatments and soft furnishings. Classes will be offered for all skill levels, from those who would like to learn to sew home decor and start a workroom business, or established professionals seeking to hone their skills. Students will learn in a workroom environment using industrial machines and professional tools and supplies to complete sample projects following instructor demonstrations and detailed step-by-step instructions.

Workroom Tech is owned and operated by Susan Woodcock and Rodger Walker, owners of Home Dec Gal and producers of Custom Workroom Conference. Located in the foothills of the Blue Ridge Mountains in Tryon, NC, Workroom Tech is at the center of a charming town, within easy walking distance of restaurants, shops and galleries.

CLASS DETAILS

- Classes run from 9:00 am to 6:00 pm including a one hour lunch break, and from one to four days depending on the complexity of the topic.
- Detailed step-by-step written instructions are required for attendees. Instructors will provide the curriculum.
- Classrooms will be set up based on the class topic with tools and supplies ready to use.
- Instructors will provide a list of tools, supplies and fabric amounts for completion of projects.
- There will be six students maximum for each hands-on class.

INSTRUCTOR SELECTION PROCESS

We will carefully consider all programs submitted. Final selections are based on instructor qualifications and experience, program quality and relevance for workroom education. You will be notified whether you have been selected or not as an instructor, and your submission will be kept for future class openings.

INSTRUCTOR COMPENSATION

Instructors will be paid a per day rate and reimbursed for travel expenses, lodging, meals and shipping of class samples and materials. If selected as an instructor you will receive a complete outline of your compensation, reimbursement, non-compete restrictions, and conditions before your contract is finalized.

HOW TO APPLY

Fill out the attached form, using one form per class proposal. E-mail completed forms to Susan Woodcock, Susan@WorkroomTech.com with the subject line "Class Proposal" or mail to Susan Woodcock, Workroom Tech, 104 Palmer St., Tryon, NC 28782. If selected as an instructor you will be required to provide a detailed description of the program, personal biography, and professional headshot.



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CLASS PROPOSAL

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Website:

List social networking pages, blogs or other online sites:

Do you have experience teaching? Please share in-person or online classes that you have taught

Please attach a description of the proposed class including a daily overview of what students will learn and the projects that will be completed.

Signature: _____

Date: _____