**19Th Annual BasketWeavers Guild of Oklahoma**

**Weaver’s Weekend**

October 26, 27 and 28, 2018

Greetings Instructors and Vendors:

The BasketWeavers Guild of Oklahoma is 20 years old this year! And we hope to see you at our 19th Annual Weaver’s Weekend October 26 – 28, 2018. Come help us celebrate!

We will be hold this year’s event at the Heart of Oklahoma Exposition Center in Shawnee, OK. There are many hotels nearby. The Shawnee Convention and Visitors Bureau is assisting us with lodging information, hotel discounts and information on local attractions.

We are seeking individuals who are interested in participating as instructors and/or vendors. Consider submitting your newest, most creative and/or most challenging designs. If you are interested in submitting basket proposals, complete an application form for each class you wish to propose. We are not placing a limit on the number of proposals this year, but we do ask that you include a variety of class lengths. 2, 4, 6, 8 and 10 hour classes will be considered. Classes for our Weaver’s Weekend will start on Friday at 9:00 am and finish at 12 noon on Sunday.

Keep in mind when pricing your classes that we do not pay instructors. However, instructors are not required to pay the registration fee and the guild will provide lunches for you on Friday and Saturday.

Fill out one Instructor Application for each basket you submit. Pictures and descriptions are what sell your classes. Take time to make a good concise description of your baskets. You may submit more than one view of each basket. Different views will be used in the catalog as space permits. Pictures of baskets and proposals must be submitted electronically either by mailing a CD or by e-mail with jpg files included as an attachment, not embedded in the e-mail. Pictures have to be attached to an e-mail as a file and not as a picture. E-mails that come with the pictures embedded in the e-mail will be sent back with instructions on how to resubmit. It is better to do a separate e-mail for each proposal. Be sure that the application and the picture have the same name so we know which picture goes with the proposal. Whether a CD is mailed or pictures are attached to an e-mail, they must be at least 4” x 6” and 300 dpi in resolution. Set your camera to high resolution. If your camera uses good, better, best settings, use the best setting. We want clear defined pictures, so please take time to make the best pictures possible. Instructor applications must be received by March 1, 2018. Notification of acceptance will be by e-mail by March 30th, 2018.

For individuals who are interested in vending, booth space is 10’ X 10’ with two 8 foot tables for $25.00. You may bring extra tables or we can provide extra tables at $10 each. Please do not send booth rental fee until you have been notified of your acceptance to vend at the retreat. Vendor application deadline is March 16, 2018.

Feel free to contact me, if you have questions.

**Marcia Balleweg**

Co-chair 19th Annual Weavers Weekend

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