HOW TO SUBMIT A CLASS FOR CONSIDERATION FOR JQS 2024:

The link for the Teacher Submission Form is on our website **http://laurel.ca.uky.edu/JQS**. In addition to contact information, you will need to supply detailed information regarding your class. For a class to be considered for the JQS, you must include a complete supply list and photo. You will have the option to type the following information into the form or upload a word document(s) containing the information. Please note, document(s) must be in a word processing program format (Word etc.) rather than .pdf format.

- **Project Description:** Description of the project that will motivate the student to choose this class. This is the description that will appear in the JQS Brochure if the class is chosen. Please include the project size and the percentage that students should expect to be able to complete during the class.

- **Project Techniques:** List all techniques the student will learn by completing this project (including basic techniques).

- **Supply List**: Provide a complete project supply list and a supply list for just one block (if appropriate to the project). Your supply list should include fabric, equipment needed, special rulers, and books or patterns, if those are not part of the class fee. Please make sure this is an accurate and complete list! Additionally, include a list of supplies, equipment, etc. that you will be providing as part of the class materials fee**.**

- **Class Preparation/Cutting Instructions** *(if applicable)*: Many of our students prefer to prepare materials before the class. This information will be sent out to registered attendees with class confirmations.

- **Project Photo:** You may upload one or two photos. Keep in mind that clear photos of projects that are brightly colored make the project a more popular choice to participants. Your photo will often "sell or sink" your class to participants. Your class submission photos must be a photo taken of **YOUR** project. **You may not use the photo from a pattern book, found online or an EQ drawing as an example of the project.** If you prefer your photos can be emailed in a separate email to tina.hefner@uky.edu.   Each photo file should be titled with the class name.

- **Teaching and Material Fees:** Include the teaching fees and costs for any supplies that you will be furnishing in cost for the class. Optional kits may be offered to participants. You will need to include a detailed list of what is included and the cost for participants in the appropriate field.

Submission deadline is June 1, 2023. Once you have submitted your class, you will receive a confirmation email. This email will also include your answers. If you discover a change after submitting, please contact us with the necessary changes. We will be able to adjust the submission rather than require you to recreate your entire submission. If you do not receive your confirmation email, or if you have any other questions, please contact Tina at 606-864-4167 or by email at **tina.hefner@uky.edu.**