



2017 HEART OF OHIO TOLE CHAPTER, INC.

CONVENTION

August 14-19, 2017

P.O. Box 626

Reynoldsburg, OH 43068-0626

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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 consideration. **NO** email submissions will be accepted.
- \_\_\_\_\_ 2. Send two (2) **glossy**, identical, color photographs (**4"x 6"only**) for each project. The photos must be high-quality with contrasting background. **No enlargements, photocopies or black and white photos will be accepted. Enlargements will be returned.** These photos will be used in the convention catalog.
- \_\_\_\_\_ 3. Complete the enclosed photo label and indicate the top of the picture **before** attaching to the back of the photograph. Please state whether everything shown in the photo is/is not 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 the "Educator Information Sheet" and enclose two (2) of your business cards.
- \_\_\_\_\_ 6. **Read, complete legibly, and sign** the "Educator's Convention Contract". **Return both copies.** If your project(s) are selected, you will receive a 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. Indicate Heritage or Traditions paint.
- \_\_\_\_\_ 8. **No project being submitted can be offered at any other convention, magazine, website, e-magazine, e-club or publication during the 2016 or 2017 calendar year.**

Please be aware that you will need a Transient Vendor's License, available from the Ohio Department of Taxation. Ohio sales tax is currently 7.5% (rate may change). Enter your surface fee (tax is added only to this) and HOOT will add all other fees and the sales tax.

Mail all information to the Educator Chairman at the address listed below **postmarked by November 4, 2016.** To ensure the quality of the photo submitted, we cannot accept submissions by email or fax.

If you have any questions, or wish to confirm receipt of submitted projects, you may contact us at the numbers below.

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