



2018 HEART OF OHIO TOLE, INC.
CONVENTION
July 15-19, 2019
P.O. Box 580
Westerville, OH 43086-0580
Phone: 614-394-8028

Website: www.heartofohiotole.org Email: hooteducators2018@gmail.com

EDUCATOR'S PROJECT CHECKLIST

Use this list to help you gather pertinent information.

- _____ 1. You may submit up to six (6) projects for consideration. Email submission preferred.
- _____ 2. Submit one digital image for each submission to hooteducators2018@gmail.com
- _____ 3. Complete two photo labels for each digital image submitted.
All items shown in the project photo must be included in the cost of the project unless otherwise noted on the Project Data Sheet.
- _____ 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".
- _____ 6. **Read, complete legibly, and sign** the "Educator's Convention Contract". **Submit both pages.**
Keep a 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, seminar, magazine, website, e-magazine, e-club or publication during the 2019 calendar year.**

Please be aware that you will need a Transient Vendor's License, available from the Ohio Department of Taxation (http://www.tax.ohio.gov/portals/0/sales_and_use/st_st1t12_09.pdf). 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.

Submit all information to the Educator Chairperson via email (hooteducators2018@gmail.com) or at the address listed below. **Submissions must be received by October 1, 2018.** Remember digital images are needed.

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

Judy Hughes
2019 Education Chairperson
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Sheila Smith
2019 Convention Chairperson
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