

Notes for in-person STITCHES instructors

Teacher Payment Information

STITCHES pays teachers on a sliding scale that is based on the final number of registered students in the class. An initial payment at the event equivalent to total number of hours times \$75 plus the flight reimbursement and travel stipend. Final payments are sent approximately one month following the event.

1. If you have a class with 5 or fewer students, it may be cancelled OR, if agreeable to both STITCHES and you, it may continue with a revised payment amount.
2. In addition, if your schedule has 9 or more class hours, you will receive:
 - A room at the host hotel for the nights required by your teaching schedule; half of the room cost will go directly onto the XRX, Inc. bill and will be paid by STITCHES. The remainder of the room cost will be your responsibility UNLESS you choose to share a room with another teacher. All additional charges are your responsibility. Teacher rooms will be booked and roommate arrangements made by STITCHES staff 6 to 8 weeks before the show. We must be made aware of any special preferences before that time.
 - STITCHES will pay the approved cost of your travel from your home to the event. Submit the price to jessica@xrx-inc.com for approval **before** purchasing. The travel cost will be included with your initial payment at STITCHES. If you live outside the United States, STITCHES will cover a portion of your plane ticket to be agreed upon before the teaching contract is signed.
 - STITCHES will cover the cost of one checked bag each way when receipts are turned in to jessica@xrx-inc.com before final payment is issued.
 - You will receive a \$40 per day stipend for each day you teach.

Primary Teaching Obligations

1. Class Times

Class times are 9:00am-12:00pm for morning classes, 1:30-4:30pm on Thursday and Sunday afternoon, and 2:00pm-5:00pm on Friday and Saturday. You should schedule a 10-15 minute break during each 3-hour period. Please make sure all classes run as close to those 3-hour segments as possible.

2. Option Functions

- If there is a Thursday evening presentation, it will be open to teachers free of charge; just show your badge to enter.
- If space is available, teachers interested in attending the Fashion Show will be admitted at no charge, but we do ask that you wait until other attendees are seated before entering the event. You may purchase a ticket for the Friday Dinner; just let Jessica know at least a week in advance so we order sufficient meals.
- If you have a hotel room on Saturday evening, we encourage you to attend the Student Banquet as a guest of STITCHES. The Student Banquet is an opportunity for you to meet and interact with students. They could be in your classroom next year! We ask teachers attending to spread throughout the room at student tables. The Student Fashion Show that follows dinner is a very special time where we celebrate what the students make. Often they model the results of what they've learned at previous STITCHES and acknowledge the teachers. We encourage you to stay for as much of it as you can. Celebrate your clients' success!

3. Pre-Class Preparation

We ask teachers to come prepared and arrive at least 10-15 minutes before class. This allows any A/V equipment and materials to be tested, and your class can begin on time.

4. Handouts

A PDF of your hand-out can be e-mailed to XRX no later than 8 weeks prior to the show. XRX will print copies of the handout for you, and they will be available for you in your teacher folder at the Registration Desk when you arrive.

Notes for STITCHES virtual class instructors

Teacher Payment Information

If the teacher agrees to host up to 20 students, XRX, Inc and the teachers will evenly split all payments received for virtual classes regardless of final attendance. Any instructors preferring smaller class sizes or who require personal assistance from XRX getting your virtual classroom set up will have a slightly smaller split. Payments are sent approximately 10 days following the event.

Primary Teaching Obligations

1. Class Times

Class times are event specific for STITCHES virtual events. All class times are set for the Central Time.

2. Optional Functions

You are welcome to attend any or all of our special events as a teacher. The additional time that your students spend with you and talk about your classes may mean more signups for your classes at future events.

3. Pre-Class Preparation

Please come prepared and open your Zoom room at least 10-15 minutes before class.

4. Equipment

You are responsible for all equipment needed to run a successful virtual class. You will be asked to complete an Audio Visual Worksheet for approval of your equipment.

5. Handouts

A PDF of your hand-out should be e-mailed to XRX no later than the date shown on your contract for all virtual events.

- For STITCHES at Home events XRX will print a copy of your handouts and mail them to your students prior to class. A link to the pdfs provided will also be provided to students in your class through their dashboard portal.
- For STITCHES Expo at home events a pdf link of your handouts will be provided through your student's dashboard portal.

6. Kits

STITCHES at Home: you will mail the kits to the XRX office at your expense, and XRX will mail the kits, your class handout, and some other goodies to your student. Kits will not be available for attendees outside the US.

STITCHES Expo at Home: Because we will not be mailing anything to the attendees in this group, kits are strongly discouraged. If a kit is required, please discuss in advance with the STITCHES staff, these will be handled on a case by case basis.

Other teaching opportunities

1) Market Sessions

At STITCHES West only: Market Sessions are 1-hour teaching opportunities. designed to offer people a 'taste' of something before they decide to look at the topic more 'in-depth'. These classes are offered in a curtained area within the Market during show hours. Market Sessions are selected 8–10 weeks before the event, but submissions may be made at any time, using the Class Proposal form.

Teachers are paid \$100 for each 1-hour session. Each class is limited to 20 students, so you need to be prepared for that number since sign-ups can be last-minute. Homework and an extensive supply list are discouraged. There are no Market Sessions on Thursday

Market Session handouts may be e-mailed to STITCHES in PDF format; they will be printed and ready for you at the show.

Vendors may sponsor a Market Session to promote their business. XRX will not pay the teacher fee but instead will list the sponsoring company's name and logo in Market Session promotions both on-line and at the event. The sponsor may also supply product for the students to use in class and/or take home.

2) Camp STITCHES

If you have a special class topic that works with a multi-day format, consider Camp. Presently, there are two Camp STITCHES scheduled each year. These events focus on the classroom experience; there is no Market.

Each Camp class is 15 hours; a single, in-depth topic is taught over 3 days (Day 1—6 hours, Day 2—3 hours, Day 3—6 hours). Camp classes are limited to 20 people with the average size being 10–12.

Camp teachers are paid a flat rate for teaching,; STITCHES covers travel expenses, hotel room for 4 nights, breakfast and lunch each day, and a stipend for evening meals.

STITCHES Policies

If students have questions about STITCHES policies at either in-person or virtual events, please direct them to the Student Registration Desk or Customer Care Zoom links. Please do not to speak on behalf of XRX regarding general policies.

If you still have questions about teaching at any STITCHES event, please contact Jessica Nelson, our STITCHES teacher coordinator. She can be reached at jessica@xrx-inc.com or 605-338-2450, ext. 119.