



January \_\_, 20\_\_

Dear:

Thank you for your class proposal for teaching at Quilt Wyoming 20\_\_ in \_\_\_\_\_, Wyoming. The QW 20\_\_ Committee is pleased to include you as one of our instructors during our event July \_\_ – \_\_, 20\_\_. Attached you will find your contract, required forms, and other information. Please **complete and return** all required items to me by **February \_\_, 20\_\_**. If you choose, this can be done via e-mail. **Also include for each class a project picture for our brochure.**

Classes will be held Friday, July \_\_, and Saturday, July \_\_ at t\_\_\_\_\_. A “Meet the Teachers” reception will be held at the WWCC Thursday evening.

A trunk show is scheduled for Friday and Saturday evening at the \_\_\_\_\_.

Friday and Saturday breakfast, lunch and dinner are available at \_\_\_\_\_, available for purchase in advance through QW, as well as Sunday brunch at \_\_\_\_\_. The \_\_\_\_\_ is offering a special rate for our convention should you choose to make your reservations there, at your expense.

More information regarding Quilt Wyoming 20\_\_ and the \_\_\_\_\_ reservation code will be sent to you in the near future.

Because of your willingness to share your talents and expertise, we know Quilt Wyoming 20\_\_ will be a positive experience for everyone attending.

I look forward to seeing you in July. Should you have any questions, I can be reached by e-mail or phone.

*Sincerely,*

**Name**

QW 20\_\_ Chair

Address

\_\_\_\_\_, WY \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: (307) \_\_\_\_\_

Attachments: Contract and Class Information  
Teacher Guidelines  
Room Set-Up Requirements