

**Gateway Leather Guild, St. Louis, MO**  
International Federation of Leather Guilds, Inc.  
53<sup>rd</sup> Show  
11-15 September 2019  
Renaissance Hotel, 9801 Natural Bridge Rd, Berkeley, MO 63134

To Prospective Instructors,

Hello from the Gateway Leather Guild. I am coordinating workshops for the show and I hope you are interested in providing a workshop. Our show was well attended last time with attendees citing a great location and well-run event. We are at the same location and on track to host an even better show this year!

Here is some key workshop information:

- We can have workshops Wednesday (11<sup>th</sup>) through Saturday (14<sup>th</sup>).
- There are 14 rooms available but we are going to balance the number of workshops offered at the same time to minimize small student signup.
- While I am asking for your preferred minimum number of students, we cannot guarantee you a minimum number, and ask that you provide the workshop for paying students.
- We will be reasonable in terms of personal emergencies for both students and instructors.
- We will allow students to sign up at the show.
- We will pay instructors in cash.
- Once you provide your workshop duration and preferred days & times, we will create a workshop schedule. Our goal is to have the workshop schedule online by end of March.
- Schedule slots are first come first serve considering the duration of the class since longer classes have less flexibility. We will work with you to create an acceptable schedule.
- The hotel will allow RV parking out back for vendors/instructors.

The next page provides a form for you to fill out for each workshop you intend to provide. I may have asked you for some of the information previously, but I found I need additional information. You can fill out by hand/electronically, or provide similar information by means of your own workshop information brochures. If I missed anything, just add. You can email or call my cell.

Also, please provide email attach/text your picture and a picture of the final product for us to include in event materials and website.

Looking forward to working with you and creating a solid event.

Regards,

Tom Whieldon  
Cell: 618.980.4155    Email: [tww1691@gmail.com](mailto:tww1691@gmail.com))  
9908 Drum Hill Rd, Mascoutah, IL 62258

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**Instructor Workshop Submission Form**

Instructor First Name:

Instructor Last Name:

Mobile Phone:

Email Address:

Workshop Title:

Cost per Student:

Skill Level: Any, Beginner, Intermediate or Advanced

Does the workshop use dyes or oils? Y or N (If yes, we will ensure tarps are laid down)

Workshop Description & Included Materials:

Materials Students to Bring:

Instructor Bio:

Preferred Day(s): Wednesday, Thursday, Friday, Saturday

Preferred Hours:

Min Students:

Max Students: