



Proposal Submission Guidelines

SCR Seminar 2026

Stitch On a Star

August 12-15, 2026

Class Offerings

The Greater Dallas Chapter of The Embroiderers' Guild of America, (EGA) is hosting the South Central Region (SCR) Seminar Wednesday through Saturday, August 12 thru 15, 2026 at the Hilton Lincoln Centre in Dallas, Texas. The teaching opportunities are: 3 days, 2 days, and 1 day. If the proposed class is less than a 3-day, you must combine 2-day and 1-day classes to total three (3) teaching days.

Teacher Attendance

Teachers will be expected to arrive no later than Wednesday, August 12, 2026, unless otherwise advised at the time of selection confirmation.

Proposals

The teaching proposal must be your own concept. Set-pieces should have a design that is either original and is solely the creative product of the teacher, or an adaptation which has been inspired by another source and has been modified through significant changes. We encourage you to submit several proposals for each class length for which you would like to be considered so the Faculty Selection Committee has adequate choices. Please submit a total of no more than four (4) proposals for each class length.

Contracted class projects shall not be taught within SCR for 90 days before seminar or for 90 days following seminar.

Each proposal must include the following information:

1. A course description, similar to that required for a seminar brochure, which includes class goals.
2. A biographical resume of not more than one page, which should include your embroidery education or other qualifications relevant to the proposed course, teaching experience, and areas of specialization.
3. Class length (3-day, 2-day or 1-day).
4. Design size.

5. Estimated time for any required pre-work.
6. Estimated cost of kit and student supply list or lab fee, if applicable.
7. Student proficiency level:
 - a. **Basic** The stitcher has no experience in the technique being taught.
 - b. **Intermediate** The stitcher has knowledge of the basic stitches, the materials, and their use in the given technique.
 - c. **Advanced** The stitcher has the ability to execute simple and difficult stitches in the technique. The stitcher also has knowledge of color and design, which will allow for exploration and creativity.

For a set-piece:

- A detailed drawing, colored illustration, and/or chart are acceptable. **However, a finished set-piece, work in progress, or photographs of proposed set-piece(s) are preferred.**
- The type of materials used such as the background fabric, fabric count/canvas mesh, types of threads/yarns, size and types of beads, etc.
- If a drawing, illustration, or chart is submitted, a worked example of the proposed techniques or an example of the teacher's work (photographs are acceptable).
- If the piece is finished in an unusual manner, please indicate if the finishing materials (such as a box or frame) are available for student purchase and are included in the estimated cost.

For a notebook course:

- A page layout.
- Photograph of a sample page.

Proposal Presentation

Proposal packets may be sent by electronic mail or snail-mail (USPS, FedEx, or UPS). If proposal packets are snail-mailed they will be returned certified or insured so that the recipient must sign for the package. Packets will be returned on or before **March 1, 2026** at which time teachers will be notified of the class status. The seminar committee will be responsible for return postage.

Submission via electronic mail

1. Submit one proposal per email.
2. All proposals shall be submitted on the same day.
3. Each page of the proposal should be clearly labeled with the individual project and page number and be identified with the teacher's name.
4. Each proposal must have the completed **ICNA Standard Proposal Summary Sheet** included.
5. Each teacher must submit one completed **Proposal Item Description Sheet** summarizing all submissions.
6. Number each proposal to match its number on the **Proposal Item Description Sheet**.

7. Each email must be no more than 20 MB in size.
8. The SCR Seminar faculty committee will acknowledge receipt of the teacher's proposal(s) as listed on her/his **Proposal Item Description Sheet**.

Submission via snail mail

1. Place each proposal securely in a separate folder or binder.
2. Use separate plastic protective sleeves for materials in the folder to protect them from undue handling and for safekeeping.
3. All materials should be clearly labeled with the individual project and identified with the teacher's name.
4. Each proposal must have the completed ICNA Standard Proposal Summary Sheet included.
5. Include a completed Proposal Item Description Sheet listing all items enclosed in the proposal packet.
6. Number each proposal to match its number on the Proposal Item Description Sheet.
7. Include a completed return address label.
8. Mail all items in the same appropriately-sized padded envelope. The envelope should be reusable. **Proposals must be received no later than January 15, 2025**

Selected Class Pieces

All selected set-pieces **MUST** be in their final form and available for display at SCR Seminar 2025 in Ft Worth, TX June 12, 2025.

Please mail proposals to:

Marcia Buckingham, Dean of Faculty
SCR Seminar 2026
6150 Berwyn Lane
Dallas, TX 75214
214-537-7450
scr2026facultychair@gmail.com

ICNA Standard Proposal Summary Sheet

EGA South Central Region Seminar 2026

Proposal Deadline: January 15, 2025

Please submit all proposals to Marcia Buckingham, Dean of Faculty, scr2026facultychair@gmail.com

The cover of your proposal must be a picture, line drawing or other visual representation of your class. This form must be the first inside page of the proposal.

Name: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

1. Class Title: _____

2. Technique: _____

3. Ground Material: _____

4. Type of Class: set project ___ color and/or design class ___ notebook ___ other (explain):

5. Length of class (specify hours or days): _____

6. Proposal may be considered for In-Person Only _____ Virtual Only _____ Either _____

7. Max Number of Students for In-Person Classes _____ Virtual Classes _____

7. Student Level: basic _____ basic-intermediate _____ intermediate _____ advanced intermediate
_____ advanced _____ all levels _____

8. Kit: estimated kit cost (in US dollars):

a. _____ cost is for complete kit (other than stretcher bars/frame/hoop and usual stitching supplies)

b. _____ student must purchase other materials (list items and approximate cost):

c. _____ student will have a choice of color and/or threads

9. Audio/Visual Equipment Needed: _____

10. Other special classroom needs: _____

11. Pre-stitching required: Yes ___ number of hours _____ No _____

12. Has this project ever been accepted by another seminar, sold commercially, or taught? _____

If yes, please elaborate: _____

13. Are there prerequisites for this class? _____

14. Has this project been proposed elsewhere? If yes, where? _____

14. Has this piece been piloted? If yes, where, and when? _____

SCR Seminar 2026 Proposal Summary Sheet

June 28, 2024

SCR EGA Region Seminar 2026

August 12-15, 2026

Dallas, Texas

Please complete ONE form listing all proposals submitted

Teacher's Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

May we call you with questions at this phone number? _____ Alternate # _____

Proposal Packet Contents (describe the proposals you are submitting)

3-Day Classes

Proposal #	Class Title

2-Day Classes

Proposal #	Class Title

1-Day Classes

Proposal #	Class Title

Supporting Materials (fill in the number of items you are submitting):

_____ Photographs of previous work (not included in proposal folder)

_____ Biographical resume (if not included in proposal folder)

_____ Additions (please list) _____

_____ **TOTAL Number of Items Sent**

Please include a return shipping label for proposals to be returned by mail. Mail proposals and questions to:

Marcia Buckingham, Dean of Faculty

SCR Seminar 2026

6150 Berwyn Lane

Dallas, TX 75214

214-537-7450

Scr2026facultychair@gmail.com