

## BurlyCon Presenter Application Checklist

This is a quick checklist of all information you need to provide in the presenter application.

If you'd like more detail or explanation of items in the application, please refer to our Step-by-Step Guide in the Downloads section at the bottom of the Application or on our website at <https://burlycon.com/programming/>.

1. Your contact information
2. Your website and social media handles (if applicable)
3. Days available to teach at BurlyCon (All days, Thu, Fri, Sat, Sun)
4. Presenter bio: 500 characters (full bio)
5. Presenter bio: 140 characters (abbreviated bio)
6. Hi-res photo
7. Lo-res square photo
8. Interest in being a panel moderator, panelist, or caucus lead
9. Class type: Class, workshop/BurlyLab, paper presentation
10. Your paper in .PDF format (if applicable)
11. Class title: 50 characters
12. Class description: 600 characters
13. Class track type: Community, Glamour, Mind/Body, Movement/Stagecraft, Production/Business, BurlyLab (new for 2019), Circus (specific to 2019)
14. How often you've taught this class
15. Where you've taught this class
16. Student level (Any, Beginner, Intermediate, Advanced)
17. Lesson Plan: how you'll teach the class
18. Class objectives - what is your intent as a teacher (140 characters or less)
19. Syllabus (optional)
20. Class size
21. Class duration: 55 or 85 minutes (if between or BurlyLab, choose 85 mins)
22. Prep time needed in room before class begins
23. This class mainly includes: Lecture, movement, crafting, demonstration, etc.
24. This class involves: Walking, standing (for over 20 mins) , movement, floor work, etc.
25. Class accommodations for folks with mobility restrictions
26. Classroom layouts (see Application or Guide)
27. Equipment needed (see Application or Guide)
28. If using a computer device, what operating system you'll use (Mac, PC, Linux)
29. What materials or supplies should students bring (If BurlyLab, enter this info in relevant questions later in form)
30. Additional class info students and/or BurlyCon should know about (see Guide for examples)
- If you are NOT submitting a BurlyLab class, you can skip to the end!**
31. BurlyLabs
  - a. Supplies – determine if you provide or if students provide
  - b. Cost of supplies if students pay instructor for supplies in class
  - c. Detailed supply list for students if they need to purchase supplies
  - d. Class size
  - e. Class duration
  - f. Additional classroom needs (see Guide for examples)
32. Click the Submit button, you're done!