

BurlyCon Step-by-Step Guide for Presenter Class Proposals

It's time to flesh out your ideas and put the first conceptual rhinestones in place! We've developed this guide to help your proposals shine. BurlyCon receives tons of great submissions each year, and a clear and informative class proposal really helps the Selection Committee understand what you'd like to present. The proposal form is long and detailed, and this guide will help walk you through the process.

PRELIMINARY PROPOSAL WORK

Reading this guide is a great start to preparing yourself for applying! Here are a few other tips to check out so you're ready for a smooth proposal submission.

Presenter Proposal Checklist

We created a checklist of items you'll need in order to submit your presenter proposal. Keep this checklist handy while prepping and submitting your proposal(s). You can find it in the Downloads section at the bottom of the proposal or on our website at <https://burlycon.com/programming/>.

How to Write a Great Class Proposal

This blog post is an excellent overview for writing up your proposal(s). You can find it on our website at <https://burlycon.com/programming/>.

Save Your Work Outside of the Proposal

Save your bios, class descriptions, and other written information in spell-checked documents. Have your hi-res and lo-res photos together in a folder. Once you're ready to submit, you can simply copy/paste the info into the submission form. If you plan to submit more than one proposal, you will need to submit your presenter info and bio each time. A folder holding all your pertinent information will save you time.

Submit More than One Class

There's no way for you to know what classes everyone else is submitting or guess what our Invited Presenters choose to teach. Instead of putting all your glitter in one bottle, spread it out a little (or a lot!) amongst multiple class ideas. This could be a great time to debut a new class or bring back a tried-and-true favorite.

Note on Caucuses & Panels

These community-focused offerings have a separate process. Be on the lookout for future communications.

Class Topics

1. Don't be afraid to submit basic classes. Surprisingly, we don't receive many class proposals geared toward newbies. We'd love to see more! Please review the descriptions of Beginner vs All level classes below.
2. Opposite of that, our return attendees need more Advanced and Masters classes.
3. We love history classes!
4. Keep your topic specific.*

Instead of broad strokes, narrow your focus. Be very specific, and consider submitting multiple classes so you have the opportunity to teach everything you want.

5. BurlyLabs: In-depth, hands-on classes with a limited number of students. Presenters will lead "shop" style classes, and students will create a physical item during class.

6. New Class Type for 2020: Master Class Track. Are you a professional in your career? Could you offer veteran burlesque performers challenging, high-level class work to further their professional skills and development? BurlyCon's new Master Class series is looking for an established mastery of instructors with the intention to offer seasoned performers a uniquely-focused and specialized class series where their skills and limits will be tested. We're looking for a range of topics such as Arts, Business, Branding, Marketing, Production, Performance, Human Resources, Health and Wellness and more.

*Rather than submitting "Wigs n Things", consider submitting a class (or more) with specific topics such as "How to Shop for Wigs", "Cutting and Styling Wigs", and "Do this Trick to Wigs". That will give students a clear idea of what they'll learn and give you plenty of time to teach the class. If the Programming Team wants to know if you can combine your classes for scheduling reasons, we'll ask you!

SUBMIT YOUR CLASS, WORKSHOP, BURLYLAB OR PAPER PRESENTATION PROPOSAL

All items below are in proposal order

PRESENTER INFORMATION

1. General Contact Info

If any of the address fields do not pertain to you, please write "NA" (not applicable).

This is also where you enter your social media handles and website, if applicable. Those fields are not required, so if you do not have Twitter/Instagram/Facebook/Website accounts, you don't need to enter anything in those fields.

2. What days are you available?

Are you available to teach all four days? Can you only teach Friday and Saturday?

Choose your days here. BurlyCon XIII is November 5th – 8th, 2020 and has classes on Thursday, Friday, Saturday, and Sunday.

3. Bio

We need two separate versions of your bio – one that's 500 characters **AND** one that's 280 characters.

Your bio should NOT start with your name, please reword your bio if it does.

Use this link to calculate the characters in your bios, then copy and paste each one into your proposal file or straight into the Bio boxes in the proposal.

<http://www.charactercountonline.com>

4. Presenter Photos

Upload **BOTH** a high resolution and a low resolution photo for BurlyCon to use in our Program, Website, Social Media, and the App. It's your responsibility to only submit photos which you have permission from the photographer to use in this manner.

The **hi-res** photo must be 300dpi, and formatted as a .JPG, .PNG, or PDF.

The **lo-res square** photo must be no less than 72 dpi, and formatted as a .JPG or .PNG. To check photo width, open the file details of the photo and check the **horizontal** resolution.

To resize your lo-res photo to 1200px wide, we suggest you use one of these tools:

- Photoshop Express app
- <https://www.canva.com/> (may not be free)

Name your photos like this:

STAGENAME_HiRes_(c)PHOTOGRAPHERCREDIT.JPG

STAGENAME_LoRes_(c)PHOTOGRAPHERCREDIT.JPG

5. Panel Moderator, Panelist, and Caucus Lead

While a separate form for panels and caucuses will be available soon, we would like to take this time to ask if you would like to be added to the pool for consideration as a panel moderator, panelist, or caucus lead.

CLASS INFORMATION

Class topics may include, but are not limited to the following: movement/choreography, costuming, burlesque history, production, theatrical techniques, stage management, business, marketing, branding, health and wellness, persona, makeup, prop/set building, race/age/gender/size/ability/etc, or academic treatments of burlesque.

1. Class Type

What type of proposal are you submitting in this form? See the descriptions below.

- Class
- BurlyLab
- Paper Presentation

For the purposes of this event:

A **class** will be defined as a 55 or 85-minute session during which a presenter provides instruction to students in a lecture or interactive format. (Types: Movement, Demonstration, Lecture, etc.)

A **BurlyLab** will be defined as a 55 or 85-minute session (BurlyLabs may also be longer than 85 minutes) during which a presenter provides instruction to a small set of students on how to build or create something. This is a hands-on class where the instructor either brings the supplies or provides a list of supplies each student will need in order to complete the class.

A **paper presentation** will be defined as a 55-minute presentation of work written by one or more persons that can be delivered in a lecture format.

2. Submitting a Paper Presentation?

Upload the document in this section.

3. Class Title

Your class title must be no longer than **50 characters**. You can use this link to calculate characters:

<http://www.charactercountonline.com>.

Please provide the title of your class as you want it to appear in the program, website, app, and on social media. Make the title clear, descriptive, catchy, and 50 characters or less.

4. Family-Friendly Version of your Class Title

You've created a punny burlesque title, but it has some wording that our host hotel doesn't deem family-friendly. Please provide a **50-character or less**, family-friendly class title for the hotel's electronic schedule boards.

5. Class Description

It's time to sell your class! The class description is like an emcee's introduction. It gives potential students what they need to know to get excited about the class. This copy is intended for use in the BurlyCon Program and social media, and it's important that the information you offer is clear and accurate.

The class description should NOT start with your class title, please adjust your wording to begin the class description with something different.

INCLUDE in the class description any pre-requisite knowledge students should have when participating in your class.

INCLUDE any general materials students should bring. If you are submitting BurlyLab or have a long student supply list, you do not need to list all materials in your class description, BurlyCon will create a separate supply list in our documentation to attendees.

Your class description must be no longer than **600 characters**.

You can use this link to calculate the characters: <http://www.charactercountonline.com>

Take your time, and remember that space is limited. Your description should be clear, informative, concise, and 600 characters or less.

Examples:

“Be guided in your exploration of the power and grace of classic ballet technique through the lens of burlesque’s feminist ideals. Learn to engage your core, both physically and spiritually, through warm up routines inspired by traditional barre techniques. You will learn basic ballet movements and terminology and receive tips on how to internalize these exercises. Students should bring a water bottle, heels you can dance in, and a sweat band for their head and arrive ready to move.”

“Learn techniques on creating a fabulous show drag in Stage Makeup Basics. Learn how to contour, shape eyebrows and choose colors that will take your costuming to the next level. Bring your makeup supplies because this class is both demonstration and practical application.”

“As an Advanced course, the expectation is you have at least 5 years of sewing machine and 10 years of hand-sewing experience.”

6. Class Track Type

Choose the education track that best identifies your class.

- Community Building
- Glamour
- Mind & Body
- On Stage/Movement
- Production/Business
- History

7. How often have you taught this class?

- This is my first time
- 1 – 10 times
- 11 – 25 times
- 26 + times

8. Where have you taught this class?

Name cities, schools, festivals, venues, etc. where you’ve taught this class. If this is your first time teaching the class, then you can let us know here.

9. Have you taught at BurlyCon before?

- Yes
- No

10. Student Level

Alright, we’ve broken down our class and analyzed what we want to do, how we’ll do it, and how we’ll sell it. Now it’s time to identify the level of experience, technique, or skill a student should have in order to benefit from this class. Beyond the catchy title and cool description, the indicated student level allows our attendees to identify which classes are right for them. Carefully review what your proposal involves and choose an appropriate student level. Our goal is to have our attendees feel both challenged and satisfied at the end of your class, not unprepared and overwhelmed. Remember as a professional and education event, one of our goals is to help each other grow!

All: This class level is typically applicable to classes that are not built upon a specific discipline (dance, costuming, emceeing, production, etc.), or are based on “specifics” within a discipline that are broadly applicable and may be useful to anyone. This class must be accessible to beginning performers and interesting to those with more experience.

Beginner: This class is best suited for individuals with little or no training in the applicable discipline (dance, costuming, emceeing, production, etc.). Brand new performers just getting their feet wet and more experienced performers interested in trying something different may both find this class beneficial.

Intermediate: This class is best suited for individuals who have a basic understanding and some level of experience in the applicable discipline (dance, costuming, emceeing, production, etc.). Time spent on reviewing basics will be minimal, as the focus of this class is to build upon an existing foundation. Students with experience in related disciplines may find this class useful, but it is geared toward expected standards of the discipline or form.

Advanced: This class is best suited for individuals who are well-versed in the terminology and techniques of the applicable discipline, and who have had experience in applying these techniques. Advanced classes will focus on refining existing technique, offering new iterations of accepted standards, and pushing students to reach beyond their level of comfort. Advanced classes will move at a faster pace, and may cover more information than either intermediate or beginning classes. Students should have more than a passing understanding of the subject matter, as basics will not be covered or reviewed.

Masters: This class is best suited for veteran burlesque individuals looking to further their professional skills and development. These classes are thought to be “collegiate-level” with unique focus and specialization to challenge the most seasoned of burlesque professionals, students who are masters at their craft. Masters classes will focus on subjects related to pushing these burlesque professionals beyond their level of comfort, examining where their careers are now and how to expand and take their careers to another level.

11. Master Class Presenter Qualifications

We’ve read your Burlesque bio and class description, but we also would like to understand your credentials for teaching a Master level class. Please provide any education, work experience, training, etc. you have that qualifies you to teach at a Master class level.

Examples

“I’ve been teaching this class around the country for 10 years at a Fortune 500 company.”

“My Master Degree is in xyz.”

“Here’s a link to my muggle bio which provides my credentials.”

“My LinkedIn profile included here lists all my credentials.”

12. Lesson Plan (Class Methodology)

How will you teach your class? A lesson plan is like a road map: it’s something you follow to ensure you reach your destination. While detours may happen, a good map will help you get back on track. It’s a useful tool, and one we want you to have on hand.

We highly encourage you to have a detailed lesson plan at the ready when the time comes to teach your class. For now, a basic outline or a statement about your methods will give us a better understanding of your class and your techniques as a teacher. Keep your class objectives in mind, and keep it simple!

Example: “We’ll begin by stretching for 10 minutes. For 15 minutes, we’ll learn some basic ballet and jazz steps. For the next 15 minutes, we will learn a ballet combination. Then, we’ll spend 15 minutes learning a jazz combination. For the remainder of the class, we’ll combine those combinations into a dance. The class will be split into groups and will perform the choreography for each other.”

13. Class Objectives

Class Objectives are not published to attendees, this is information for the Programming Selection Committee.

Give us your intent as a teacher in 140 characters or less! The objective is your best elevator pitch for your class. This is simple, but it does require you to think about what your students will learn. Really break things down, refine your ideas, and offer the Selection Committee a short, crystal clear description of your class. Be specific and remember your class time is limited. You may not be able to achieve ALL your desired objectives, so choose what's most important for your students to walk away with.

You can use this link to calculate the characters in your objective: <http://www.charactercountonline.com>

Examples:

"In Bump and Grind Basics, students will learn the 4 basic bump and grind moves and will incorporate them into a simple dance routine."

"In Turbans and Tiaras 101, students will learn 3 useful techniques for creating headdresses inspired by vintage ads from the 20s and 30s."

"In Perfecting Patterns, students will learn professional tricks for adjusting garment patterns to optimize the fit and functionality of their costumes."

"In Pasties & Politics, students will learn to inform their production models through the lens of social justice, and how to use burlesque to make their voices heard."

14. Upload Your Syllabus

If you have a syllabus and would like to share it, please upload it here.

This is optional.

15. Class Size

Class Sizes: Under 30, 30-45, 45-60, 60+

Consider the number of students you can effectively teach at one time. It's hard to guess the number of students who will show up to any given class, even for an experienced teacher. Instead of guessing, it's important for you to consider how many students you're PREPARED to teach. Can you effectively teach your complex jazz routine to a class of 50 or 60 eager learners? How about your hand-beading techniques?

Let us know what class size you're prepared for and start thinking about how you can adjust your approach to accommodate smaller or larger groups.

NOTE: If you're proposing a BurlyLab, we suggest choosing 30-45, as our BurlyLab rooms hold up to 45 attendees. You'll have a chance to enter in your personal student limit later in the proposal.

16. Class Duration

Duration: 55 minutes or 85 minutes

Some subjects are too complex or detailed to be effectively taught in under an hour. Others may find success in being succinct. What would work best for your materials and methods? Do you need to teach or review the basics in order to meet your goals, or can you jump right in? Consider your class size, the level of experience you expect your students to have, and the lesson plan you wrote earlier! Finally, consider how you can adjust your approach if your preferred time slot is unavailable.

NOTE: BurlyLabs have a chance to choose a different class duration later in the proposal. If you're proposing a BurlyLab, choose 85 minutes for this question and refine it in the relevant questions further down.

17. How much time do you need to prep for your class in your room?

- None – I'm ready to teach when I walk in the room
- Up to 15 minutes
- More than 15 minutes

18. What are the main teaching methods included in your class?

- Lecture
- Moving
- Crafting
- Demonstration

19. What are the main things your students will do in your class?

- Walking
- Standing for more than 20 minutes
- Aerobic Activity
- Floor work
- Dancing
- Crafting
- Listening

20. Is this class suitable for people with mobility restrictions?

- You welcome mobility aids and will provide modifications.
By selecting this, students will look to you to include modifications throughout class.
- You welcome mobility aids but do not provide modifications.
By selecting this, students know they will need to modify lessons as needed.
- This class is not suitable for mobility aids.
- This class does not require mobility aids.

CLASS TECH & ROOM NEEDS

1. Classroom Layout

You will choose your first and second choices for room layout.

All classrooms contain presenter table, chair, and a dry erase board.

Lecture: room contains lecture seating for attendees.

Lecture with projector: room contains lecture seating for attendees, projector, screen, and PA system for audio.

Lab: room contains lecture seating and workshop tables for attendees.

Lab with projector: room contains lecture seating and workshop tables for attendees, projector, screen, and PA system for audio.

Movement – Soft Floor: room contains a carpeted floor, chairs in stacks along walls for attendees as needed, mirrors, platform for presenter, PA system for sound, and microphone/headset for presenter.

Movement – Hard Floor: room contains a dance floor, chairs in stacks along walls for attendees as needed, mirrors, platform for presenter, PA system for sound and microphone/headset for presenter.

Movement with Lecture – Soft Floor: room contains a carpeted floor, chairs in circle or rows for attendees as needed, mirrors, platform for presenter, PA system for sound, and a microphone/headset for presenter.

Movement with Lecture – Hard Floor: room contains a dance floor, chairs in circle or rows for attendees as needed, mirrors, platform for presenter, PA system for sound, and a microphone/headset for presenter.

2. Movement Class Sound

This is a new question for 2020! Do you know whether your class and students will be quiet or loud? For example, a traditional yoga class may be quieter whereas an aerobics class may yell to stay motivated. If you aren't sure, we provided an "I don't know" choice.

3. Movement Class Ceiling Height

This is also a new question for 2020. Will your movement class require high ceilings or can what you're teaching be done in a conference room with lower ceilings?

4. Equipment Needed in Addition to Classroom Layout

This question helps us ensure we've got the right equipment in the room for you regardless of the classroom chosen.

What equipment do you need?

- MP3 Player (you must bring cord)
- Microphone
- Mirrors
- Projector and screen
- Audio with the projector

5. Computer Operating System

If you are projecting your computer device onto a screen, what operating system do you use?

- MAC
- PC
- Linux

6. What materials or supplies should students bring?

What should your students have in hand when they walk into class, if anything?

If you will provide a supplies list, please use the Other Student Supplies text box below.

Costume project

Craft project (specify below)

Dance shoes

Fans (if specific fans, provide detail below)

High heels

Notebook/Notetaking Supplies

Makeup (specify below)

Mirror

Hair accessories (specific below)

Movement/Workout Clothing

Props (specify below)

Sewing kit (specify below)

Towel

Yoga mat

Water bottle

Electronic device (Computer/Tablet) *Please note that no internet/wifi access is available in the classrooms.

7. Other student supplies not listed above

List any supplies your students need that we didn't list above. It's okay to repeat supplies here from above.

Specify any supplies that were generalized above.

For example: "feather fans will be covered. Other fans are welcome, but the instructor is not versed in other fan types."

(It's also good to put this in your class description)

If you're proposing a BurlyLab, please enter the supplies in the BurlyLab questions further down the form instead of in this section.

8. Additional Class Info

Is there any additional information that BurlyCon and/or your students should know about your class? Tell us here! Examples: "My accessibility needs as an instructor are xyz." "There will be nudity in class so doors should be locked after class begins." "We do primal screams in class which may disrupt the class next door." "I require a swimming pool to teach this class." "This class involves live snakes." "Often people cry so there should be lots of tissues." "We're crafting using glitter and/or feathers, so we'll need something taped to the floor to help with cleanup."

If you are NOT submitting a BurlyLab class, you're done! Scroll down to the bottom of the form and click "Submit".

BURLYLABS

BurlyLabs are in-depth, hands-on classes with a limited number of students. Presenters will lead "shop" style classes, and students will create a physical item during class.

Examples: Building feather fans, crafting g-strings, sewing spandex, sculpting Worbla, creating light-up costuming, making high-quality pasties, etc.

Here are some things of note about our new BurlyLabs.

Class size is limited, students will sign up to take your class. BurlyCon will handle the class signups and will coordinate with you as need be so you're not prepping for class AND handling day-of signups.

BurlyCon cannot coordinate shipments from out-of-town instructors. We've found the easiest option for most instructors is to use an additional suitcase for class supplies. If you must ship supplies, see if you can work with local friends and/or attendees. They may be able to receive shipments and bring your supplies to the hotel.

Please note: The hotel charges for items shipped directly to them. BurlyCon is not responsible for those charges and cannot coordinate shipment or pickup.

If your BurlyLab requires tools such as soldering irons, sewing machines, glue guns, etc., you may want to ask local friends and/or BurlyCon attendees if they have any tools they'd be willing to share with out-of-town students in your class.

The best way to ask for help is to post in the BurlyCon Message Board on Facebook.

<https://www.facebook.com/groups/760354234004728/>

BurlyLab Supplies

BurlyLab supplies are all the items your students need to complete their project in class.

1. Who will provide the BurlyLab supplies?

Will you bring supply kits for each student or will you provide a list of supplies below for the students to bring, maybe a mix of both?

2. How much money should students bring to class to pay for supply kits?

If you provide supplies, students will pay you for them at the beginning of class or online prior to BurlyCon.

What is the cost per set of supplies?

The kit price should not be a profit-making center for you; but we welcome you to cover all your costs. Please keep the price reasonable for the materials and your time spent collecting and creating them.

3. Student Supply List

If students must purchase supplies, please provide a complete list of supplies needed. Include item details that may seem obvious. For example: the type and size of hand-sewing needles for a hand-sewing class.

If there are specific items needed, consider creating an Amazon shopping list and provide the link to the list here. If supplies include materials such as glitter, feathers, or other items that are hard to get out of carpet, let us know in “Additional Classroom Needs” below as well as here in Supply List.

BurlyLab Attendance, Class Times & Room Needs

Since BurlyLabs are designed for more one-on-one instructor time and student elbow room, class sizes are limited and class time slots can be longer.

1. Class Size

How many students can you, as the instructor, accommodate in order to provide individual instruction during class? BurlyLab rooms hold 45 students, two people at each table. Tables are 6 feet wide by 18 inches deep.

2. Class Time

BurlyLab class times can be longer than our standard 55 or 85 minute slots. Considering the maximum number of attendees you’re willing to teach and the skill you’re teaching, what timeframe allows you to provide individual time for each attendee?

If your class is longer than 90 minutes, consider scheduling time to take a self-care break during class for your students and yourself.

3. Additional Classroom Needs

Do your students need extension cords and/or power strips?

Will the class work with glitter, feathers, powder, sand, fake blood, water, etc.?

Note: For messy items, BurlyCon will tape a plastic covering to the floor prior to your class. This allows for easy room cleanup and makes sure we’re not charged for additional room cleaning by the hotel.

4. Anything else your BurlyLab needs to be successful?

Do you need anything else? Should we know anything else about your BurlyLab?.

YOU’VE MADE IT!

Have a question about a proposal you want to submit? Feel free to email us at prog@burlycon.org. We’ll try to help you the best we can.

Best of luck and happy proposal submissions!

BurlyCon Programming Committee