

## REQUIREMENTS FOR ALL PRESENTERS:

- Review and Bookmark [Presenter Information Page](#)
- Submit Presenter Profile
- Submit Workshop Proposal Form(s)\*  
**\*ONE FORM FOR EACH WORKSHOP**
- [Bookmark Promotional Assets Page](#)
  - Schedule time In the coming months to share with your audience about your appearance at Craftcation

## OPTIONAL PARTICIPATION:

- Submit the digital presentation for your workshop (if applicable)  
**DUE: MARCH 15, 2023**
- Submit worksheets to be printed for your workshop (if applicable)  
**DUE: MARCH 15, 2023**
- Submit digital handouts to be distributed to your workshop attendees  
**DUE: MARCH 15, 2023**
- Submit your Office Hours submission form (if applicable)  
**DUE: MARCH 15, 2023**
- Fill out Gift Bag Inclusion form (if applicable)  
**DUE: TBD**
  - Download and fill out gift bag inventory form to Include with your shipment. **DUE: TBD**
- Download and fill out pop-up shop inventory form to include with your shipment. Follow email instructions on the form to let us know to expect your shipment. (This includes books.)  
**DUE: TBD**
- Interested in the Book Signing Event? Email [Katie Mac](#).  
**DUE: TBD**

