

## WORCESTER COUNTY ARTS COUNCIL CLASS/WORKSHOP PROPOSAL FORM

To encourage art education in our Communities, the Worcester County Arts Council (WCAC) is seeking to expand its offerings of children and adult art classes and is currently accepting proposals from qualified instructors who would like to teach a variety of visual arts, performing arts, and other media, including writing and fine crafts. In order to host a workshop, class or other educational program of instruction, information is needed for planning and execution. Please complete the following form and submit to us for consideration. Thank you!

<b>PROPOSED TITLE:</b>	
<b>DESCRIPTION/OBJECTIVES:</b>	
<ul style="list-style-type: none"> <li>• What topics/skills will the instruction cover?</li> </ul>	
<ul style="list-style-type: none"> <li>• What can the students expect to learn or gain from participation?</li> </ul>	
<ul style="list-style-type: none"> <li>• What types of activities will occur during the session (e.g., lecture, demonstration, hands-on, etc.)</li> </ul>	
<b>INSTRUCTOR'S CONTACT INFO:</b>	
<ul style="list-style-type: none"> <li>• Name</li> </ul>	
<ul style="list-style-type: none"> <li>• Phone</li> </ul>	
<ul style="list-style-type: none"> <li>• E-mail</li> </ul>	
Proposed Fee per Student and Related Assumptions: Materials and Supplies: WCAC does not provide supplies or materials for workshops/classes	
Per Student Participation and Supplies Fee (if all supplies and materials will be provided by the instructor)	
<ul style="list-style-type: none"> <li>• Duration of each session (hours)</li> </ul>	
<ul style="list-style-type: none"> <li>• Number of sessions that constitute the workshop/class/program</li> </ul>	

• Minimum # of students/participants	
• Maximum # of students/participants	
• Are drop-ins acceptable?	
• Proposed date (choice #1)	
• Proposed date (choice #2)	
• Proposed date (choice #3)	
Additional Comments or Explanation:	

**WCAC ART CLASSES/WORKSHOPS GENERAL POLICIES:**

- All workshops will take place at our Gallery or on the WCAC property.
- Teaching Artists are responsible for providing the Arts Council with a class syllabus and materials list (if applicable) at least 30 days prior to the class.
- Registrations AND payments are handled by the WCAC and must be received in order to secure space in any workshop.
- All workshops will have a minimum and maximum student number identified.
- If a workshop does not have a minimum number of students registered (and paid) within 3 days of the workshop, that workshop will be cancelled. WCAC requires a minimum of 5 students per class.
- Registration deadline is at least one week prior to class start date.
- If the one- week deadline has passed, students may be accepted at the discretion of the instructor.
- Instructors will be paid 80% of the total class/workshop fees received from students. The WCAC takes the remained 20%.
- Refunds are not granted after the class begins. There are no refunds for missed classes.

## EVENT PROMOTION:

All workshops, classes, and other programs are advertised in WCAC's quarterly newsletter, all electronic communications with the membership, posted on the WCAC website and shared on Facebook page. Announcements are distributed to local and regional print and electronic media. The success of class/workshop registration partly depends on instructor's own promotional efforts. Instructors are encouraged to use personal contacts, design and distribute Class Brochures, hang flyers, etc. Instructor is required to include WCAC sponsorship in all advertising.

## BUILDING INFORMATION:

In conducting your class or workshop in the WCAC gallery, here is some information you may find helpful:

- Tables and chairs are available for your use. A sink is available for water, rinsing out paint/other containers, washing up, etc. Tables and floor should be covered with plastic protective covers.
- Instructors are responsible for set up of the classroom area before and clean up after each class.
- Restrooms are available.
- Limited private parking is available on the Arts Council property on Jefferson Street. Additional parking is available off street.
- Instructor will be provided with instructions on how to access the WCAC building, in case the class is held outside of regular office/Gallery business operations: 9 am - 3 pm.

Please return this completed form by EITHER:

E-MAIL	MAIL	DROP OFF
<a href="mailto:anna@worcestercountyartscouncil.org">anna@worcestercountyartscouncil.org</a> Please include in subject: <b>WORKSHOP PROPOSAL FORM</b>	Worcester County Arts Council 6 Jefferson Street Berlin, MD 21811	Worcester County Arts Council 6 Jefferson Street Berlin, MD 21811  Monday – Friday, 11 am – 3 pm

### CLASS/WORKSHOP PROPOSAL SUBMISSION DEADLINE SCHEDULE:

OCTOBER – DECEMBER (FALL SESSION): **AUGUST 31**  
JANUARY – MARCH (WINTER SESSION): **NOVEMBER 31**  
APRIL – JUNE (SPRING SESSION): **FEBRUARY 28**  
JULY – SEPTEMBER (SUMMER SESSION): **MAY 31**

*Thank you for submitting your workshop idea! We look forward to working with you ☺*