

**Virginia Beach Art Center
Class Proposal Form**

Please complete this form on the computer for each class that you are proposing to teach at VBAC. You can certainly take as much space as you need.

Class Name:

Instructor Name:

Website:

Location: Virginia Beach Art Center

Or another location:

Class description:

Supply list (when the student needs to bring supplies):

Supplies included:

Skill Level:

Number of Classes:

Age restriction:

Class Limit:

Tuition:

Cost of Supplies (when the student wants to purchase supplies from the instructor):

***Proposed Tuition: Demonstration: \$15 - \$20
4 Session Class - \$80-\$100**

**One-Shot Workshop (3-4 hours) - \$40 -\$50:
8 Session Class - \$150-\$200**

(These guidelines are based on the prices that other art classes in the area are charging. Virginia Beach Art Center will review your prices and get with you if there are any changes needed.)

**The Gallery will maintain 25% of the class tuition.
Instructors are paid within two weeks of the class starting.**

Forward proposal to Kathy Staicer (katsart01@yahoo.com).

Please email a jpeg image of the type of artwork that you are planning on teaching and/or a picture of you teaching, and a W-9 and an Instructor's Information form if you have not completed these previously.

Information for Instructors

Thank you for your interest in teaching at the Artists Gallery. We hope that your teaching experience will be a very positive one. If you have any questions, please contact us and we will be happy to help you.

There are some recent changes to the Artists Gallery that you might not be aware of. We have formed a tax free entity, VBAC (Virginia Beach Art Center), that has taken over the classes for the gallery. VBAC and the Artists Gallery continue to work closely together to bring Art to the community.

We have also contracted with ACTIVE a company that allows us put our classes on our website, www.theartistsgallery.org so that people can register on line. This will also include a new way of us collecting information about your classes, as well as getting information about your students and being able to email them.

In the near future we are hoping to move into a larger space in the Vibe and will also house the potters from the Virginia Beach Recreation Center.

1. You will be paid for your classes within two weeks of the classes start date. You will receive 75% of the student's payments for the classes.
2. The Artists Gallery will market your workshop and/or demo through our extensive email lists, facebook, our website, I Contacts, brochures, local newspapers and calendars posted in the gallery. Instructors are requested to also market their classes. You can send emails out, put it on facebook or other social media, your website, blog and distribute the brochures that will be provided to you. It is helpful for you to market your sessions to increase the size of your classes.
3. Unless you are a resident artist, please schedule your classes when the gallery is open. If you need to schedule a class when the gallery is closed, and you are not a resident artist, then you need to get the time cleared so that someone will be available to be at the gallery during your class hours. Let us know if you have any specific needs in setting up your classroom. When your class finishes make sure that you clean up the space and leave the room the way that you found it.
4. Our new refund policy is that a student can receive a refund up to 5 days prior to the start date of the class. You need to check on how many people have registered for your class four days ahead of time. If you do not have enough people registered, you need to let us know so that we can cancel or reschedule it.
5. We are now offering a discount to students that are supporters of the Artists Gallery or VBAC. Tell your students that they can ask at the front desk to get information on becoming a supporter.
6. There are Evaluation forms available for your students to complete. Please leave these for Kathy Staicer at the front desk.

If you have any questions, please contact Kathy Staicer, Director of Education at katsart01@yahoo.com or Maggie Kerrigan, Artists Gallery President at maggie@thebookartist.com.