

Classes Worksheet

Complete this worksheet with the information for the class that you are proposing to teach. It is set up for one class; if you are proposing multiple classes you need to use multiple forms. (If you are offering a duplicate and separate class on two or more dates you can just type that in the misc. information at the end.)

You need to complete all the sections that have an asterisk.

Put in a second choice for your date(s) and times.

If the class has been approved at another location put the name and address in.

Put your tuition in based on the guidelines below.

If there are any extra charges to the students please make note of that in the Session Options section. (For example if there is a charge for supplies.)

If there are any items for sale by the instructor (at cost) to the student such as specific supplies, then put that in the supplies offered by teacher.

Please send a picture of your work or of you teaching for us to market your class(es) and a short resume or biography of your information on teaching experience.

Return this proposal to Kathy Staicer at katsart01@yahoo.com.

Proposed Tuitions:

Demonstration 3-4 hours: \$15 to \$20

4 class session 2 ½ hours: \$75 to \$90

Workshop 3-4 hours \$30 to \$50

8 class session 2 ½ hours: \$150 to \$180

The gallery will maintain 25% of the class fee. Instructors are paid at the end of the month that the class ends.

				10		\$225		\$10 for shared supplies

Skip this column	Skill Level, If more than two dates list other dates, supplies offered by teacher and any misc. information
	<i>Beginning Level, Instructor will sell you 1/4 sheet of Arches WC paper for \$5</i>