



## CLASS/WORKSHOP PROPOSAL FORM

### Providing Workshops, Classes at Artisans

Thank you for your interest in conducting a class/workshop at Artisans! We take pride in offering a wide variety of quality instruction to the community, and we are excited by your interest in working with us. Our class space, for 4 students, allows for instructors to have personal, hands-on interaction with adult students in a warm, caring, and motivating environment.

We have made it easy for you to submit your proposal by completing the proposal form attached. On our website is a sample contract that will answer your questions about how this all works. Once you have completed your proposal, please email it to [art@artisansofmtdora.com](mailto:art@artisansofmtdora.com) or drop it off at Artisans. Please remember to attach all requested documents.

Our Education Committee reviews all proposals, and a member will contact you via phone to discuss the details.

Once your proposal is accepted, we will work with you to schedule the class/workshop/seminar. We will manage the registrations, tuition payments and advertising.

Please note, we cannot guarantee that any or all seats in a class/workshop will be filled. Artisans is a 501(c)(3) organization. Program Instructors are treated as Independent Contractors and must submit a W-9 form.

Payments to Non-Member Instructors are distributed on the first and fifteenth of each month. Payments to Member Instructors are distributed around the 10th of each month. Our goal is to offer a variety of fun and creative programs to members of our community.

Questions: Please email [art@artisansofmtdora.com](mailto:art@artisansofmtdora.com)

Artisans  
139 E. Fourth Ave  
Mount Dora, FL 32757  
[artisansonfifth.com](http://artisansonfifth.com)  
[art@artisansofmtdora.com](mailto:art@artisansofmtdora.com)

Your Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email: \_\_\_\_\_

**WORKSHOP TITLE**

\_\_\_\_\_

**Required student knowledge level of class content** - beginner, novice, intermediate, advanced (*circle one*)

**Workshop/Class summary description for social media advertising (max 140 characters)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional description details about the information you included in your summary.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date and Time preferences** (options are helpful) *General Workshop hours are either 11am-1pm or 2pm-4pm. Please check with June Knowles at [jsknow4445@aol.com](mailto:jsknow4445@aol.com) for an available time.* \_\_\_\_\_

**Instructor Website:**  
http://\_\_\_\_\_

Instructor Facebook Page URL:  
http://www.facebook.com/\_\_\_\_\_

Instructor Instagram URL:

<http://instagram.com/>\_\_\_\_\_

**Other Social Media**

**sites:**\_\_\_\_\_

**Specific Requirements for workshop set up** (tables/chairs, etc. Artisans does not provide any supplies or have room for storing class supplies.)

\_\_\_\_\_  
\_\_\_\_\_

**If Instructor is supplying materials, what is your Materials Fee per registrant?**

\$\_\_\_\_\_

**List Materials you are providing:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Materials list for participants to purchase (if instructor is not providing)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructor's compensation -**

**(classes are paid at 70% of paid tuitions to the instructor, 30% to Artisans)**

**Proposed Per Person Fee of Single Workshop \$**\_\_\_\_\_

**Series \$**\_\_\_\_\_

**What is the minimum student count for you to run the class? (1, 2, 3 or 4 students. We have room for only 4 students.)** \_\_\_\_\_

**What is the maximum enrollment you can accommodate (if less than 4 students)**

\_\_\_\_\_

***\*\*Attach a jpg or png file of a headshot and several images of the class project for use in advertising your class for you.***

**Instructor Bio (relating to the course topic)**

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Please scan this entire document, name it, and email along with .jpg or .png images to [art@artisansofmtdora.com](mailto:art@artisansofmtdora.com) **or** drop off completed document at Artisans. Note: Headshot and Class Project Image must be emailed in .jpg or .png format.