



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. Also attached is a sample contract that will answer your questions about how this all works. Once you have completed your proposal, please email it to artisansfunclasses@gmail.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 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 artisansfunclasses@gmail.com

Artisans
139 E. Fourth Ave
Mount Dora, FL 32757
artisansonfifth.com
artisansfunclasses@gmail.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.*

Instructor Website: *https://* _____

Instructor Facebook Page URL: *https://www.facebook.com/* _____

Instructor Instagram URL: *https://instagram.com/* _____

Other Social Media sites: _____

Specific Requirements for workshop set up (tables/chairs, etc. Artisans does not provide any 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% 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) _____

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) _____

Please scan this entire document, name it, and email along with .jpg or .png images to artisansfunclasses@gmail.com **or** drop off completed document at

Artisans. Note: Headshot and Class Project Image must be emailed in .jpg or .png format.