



## CLASS/WORKSHOP PROPOSAL FORM

### PROVIDING CLASSES, WORKSHOPS 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](mailto:Artisansfunclasses@gmail.com). Please remember to attach all requested collaterals.

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/seminar will be filled.

Artisans is a 501(c)(3) organization. Program Instructors are treated as Independent Contractors and 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 on the first 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](mailto:artisansfunclasses@gmail.com)

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

Your Name

Address

Phone

Email

Workshop Title

Required student knowledge level of class content - beginner, novice, intermediate, advanced

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 social media pages (facebook, instagram) URL's

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 provided

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 Price of Single Workshop or series

What is the minimum student count for you to run the class?

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

**Attach a jpg or png file of a headshot and several images of the class project for use in publication**

Instructor Bio (relating to the course topic)

**Email completed forms and documents in pdf format along with .jpg or .png images to [artisansfunclasses@gmail.com](mailto:artisansfunclasses@gmail.com)**