



## 2019 CLASS OR WORKSHOP PROPOSAL

**INSTRUCTOR:**

**Email:**

Phone:

Mailing address:

**CLASS TITLE and Media:**

**DESCRIPTION:**

Provide a brief description of the material you will cover in your class and what the students can expect to learn.

CHILDREN'S CLASS  
Age Range \_\_\_\_\_

ADULTS CLASS  
Ability Level:            Beginner            Intermediate            Advanced

**MAXIMUM CLASS SIZE** \_\_\_\_\_

We will determine minimum class size based on cost.

**PREFERRED DAYS/TIME OF DAY/NUMBER OF WEEKS:**

Your class can be a week-long class, a recurring class, or a workshop. Our trimesters run Jan –Apr, May – Aug, Sept – Dec. Be as specific as you want. I'll work with you to determine best times, as we fill our program of classes.

MORNING CLASS (within hours of 9-noon)  
Preferred Hours \_\_\_\_\_ Preferred Days \_\_\_\_\_

AFTERNOON CLASS (within hours of noon-9)  
Preferred Hours \_\_\_\_\_ Preferred Days \_\_\_\_\_

FULL DAY CLASS (generally 9-3 or 9-4)  
Preferred Hours \_\_\_\_\_ Preferred Days \_\_\_\_\_

**SPACE REQUIREMENTS:**     Indoor     Outdoor     Both

**ANY SPECIAL EQUIPMENT REQUIREMENTS:**

Note special lighting, easels, mirrors, models, tables, etc.

**SUPPLY LIST:**

If you will not be supplying your students with the needed supplies, provide a list of materials and supplies the students should bring to class. Feel free to attach a separate sheet. Additionally, if you need us to obtain supplies, that cost will be built into the class cost.

**YOUR CLASS OR WORKSHOP FEES/TRAVEL EXPENSES:**

(what are you charging us to hold this workshop?)

**DO YOU REQUIRE HOMESTEAD ACCOMODATIONS? (Lodging)**

YES  
Which nights? \_\_\_\_\_  Downstairs Double Bed      OR  Upstairs Twin Beds

NO

**INSTRUCTOR'S BIOGRAPHY:** This is a brief statement (one short paragraph) describing your education and experience.

Thank you for planning to teach a class or workshop at the Rehoboth Art League. We value our collaborative relationship with artists and want to support you in sharing your diverse expertise. After you complete the proposal above, email it to [Paula@Rehobothartleague.org](mailto:Paula@Rehobothartleague.org). You may also mail or drop-off your proposal at our Henlopen Acres address above.

Please note that all instructors working with children must clear a criminal background check before beginning instruction. You and your students are responsible for maintaining the studio space and returning it to its original condition. Your check will be mailed at the completion of your class or workshop, allowing 7-10 days for processing.