

Class & Workshop Proposal

Thank you for your interest in sharing your skills and knowledge with our community! The form below gives us everything we need to approve, schedule, and promote your proposed activity. Providing all these things now will cut down on back-and-forth emails later. Please submit this proposal and all necessary materials to the Program Director you have been communicating with:

Teaching Artist / Instructor Information

Full Name:		
Mailing Address:		
City:	State:	Zip:
Phone:		Cell:
Email:		Website:

Biographical Information (brief paragraph about yourself):

Education:

Classes you have taught/locations:

Proposed Schedule

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Mornings: _____ am - _____ am/pm

Afternoons: _____ pm - _____ pm

Evenings: _____ pm - _____ pm

How often will the class be offered?

- One-time class
- Recurring class (defined number of sessions)
- Ongoing series (no defined number of sessions)

Preferred Fee Structure

- Donate this class to raise funds for Rural ARTS Collaborative
- Standard visiting instructor rate \$20/hour (hours include 1:1 teaching and planning time and one hour for completing this form)
- I charge a set fee for this class of \$ _____ (independent contractors only)

Class Information

Title:

Location:

- Greenspace, 321 South Craftsbury Road, Craftsbury, VT 05826
- Spark and WonderArts main room, 165 Wilson Street, Greensboro, VT 05841
- Spark and WonderArts annex, 82 Craftsbury Road, Greensboro, VT 05841
- GRACE, 59 Mill Street, Hardwick, VT 05843
 - Upstairs
 - Downstairs
- Virtual
- Other _____

Description:

Participant skill level:

- Beginner
- Intermediate
- Advanced

Ideal student for this class:

- Adults
 - Elders
 - People with disabilities
 - Children (age range _____)
 - Anyone
 - Other
-

Minimum number of students _____

Maximum number of students _____

Student prerequisites:

What will you need from us?

Equipment: (materials list in “Curriculum Section”)

- Projector
 - Whiteboard
 - Large Table(s)
 - Internet access
 - Apple workstations
 - PC Laptops
 - iPad/Stylus
 - Phone
 - Laser machine
 - Large-format printer
 - Vinyl cutter
 - 3D printer
 - 3D modeling
 - Utility sink
 - Access to outdoor space
 - Art equipment, please describe
-

Other support:

- Classroom assistant
 - Technical support
 - Set up help
 - Clean up help
 - Other
-

Curriculum

We prefer that all classes hosted by Rural ARTS Collaborative are described using a syllabus to be handed out to students, and a written curriculum detailing the subjects, methods, and goals of each session. If you already have a syllabus and curriculum created for this class, include it in the attachments and skip this section. If you have not yet created these outlines, please describe below what the students will learn, and what materials they will need.

Please list specific skills or program participant outcomes that students will gain:

- 1.
- 2.

3.

List materials or equipment we will need to order for the class:

List materials you will provide to the students:

What is the per-student materials fee?

Aside from class materials, what else should students have? (type of clothing, special tools, etc.)

Attachments

- One to three high-resolution images of your own work; or, an image of the class subject matter appropriate for use on social media, posters, and other promotions
- An image of yourself for our website
- A resume or summary of your skills, experience, and education relevant to this class
- Class syllabus to be handed out to students
- Class curriculum detailing subjects, methods, and skills to be learned
- If you are an independent contractor: certificate of liability insurance listing the location of the class and Rural ARTS Collaborative as an additional insured
- [W-9 Form](#)

Acknowledgements

Please check to indicate that you understand and agree to the following:

- If your proposal is accepted you may be asked to provide additional information about yourself or your company for payment purposes, and will be asked to sign a contract committing to delivering the product or services described.
- Accepted proposals will be listed on appropriate Rural ARTS Collaborative channels, including our website, social media and public calendars, event calendar, and that Rural ARTS Collaborative will be responsible for collecting payment from participants.

Instructors are encouraged to also share these listings on their websites and social media to increase participation.

- All registrations and payments for the class will be handled by Rural ARTS Collaborative.
- Rural ARTS Collaborative has the right to cancel a class at any time, due to low enrollment or for any other reason.
- Rural ARTS Collaborative will not be liable for any payments to instructors for classes that did not take place.