

171 Cedar Arts Center Class Proposal Form

Instructor Information		
Name: _____		
Address: _____		
City: _____	State: _____	Zip: _____
Home Number: _____		
Cell Phone Number: _____		
E-mail: _____		
Website: _____		

Class Name

This proposal is for a:
<input type="checkbox"/> 5-7 Week Class
<input type="checkbox"/> 10 Week Class
<input type="checkbox"/> 1 or 2 Day Workshop
<input type="checkbox"/> Week-long Camp
If other, explain below

Teaching	
Available	Preference
<input type="checkbox"/> Sunday	_____
<input type="checkbox"/> Monday	_____
<input type="checkbox"/> Tuesday	_____
<input type="checkbox"/> Wednesday	_____
<input type="checkbox"/> Thursday	_____
<input type="checkbox"/> Friday	_____
<input type="checkbox"/> Saturday	_____

What time are you available to teach?
Starting _____ AM or PM
Ending _____ AM or PM

How long is your class?
_____ Minutes/Hours

Will you need setup or clean up time?
<input type="checkbox"/> No
<input type="checkbox"/> Yes
If yes, how long?
Setup _____
Cleanup _____

Ages
<input type="checkbox"/> Young Child 3-5
<input type="checkbox"/> Youth 6-8, 9-12
<input type="checkbox"/> Teen 12+
<input type="checkbox"/> Teen/Adult 16+
<input type="checkbox"/> Adult Only 18+
<input type="checkbox"/> Parent & Child

What specific supplies will be needed for your class? How many of each item? List the estimated cost per item. We may have some basic supplies available.			
Item & Description	# of items	Cost	Total
<i>Example: Watercolor Paper, Student Grade Quality, 22"x30"</i>	<i>20 pages</i>	<i>.67 per page</i>	<i>\$13.40</i>

Does your class require certain equipment or facilities? <i>Example: Laptop, projector, instruments, performance space, etc.</i>
<input type="checkbox"/> No
<input type="checkbox"/> Yes
If yes, please explain below

Do students need to bring anything to class?
<input type="checkbox"/> No
<input type="checkbox"/> Yes
If yes, students should provide the following:

Suggested Pay Rate (if applicable)

What date are you able to start teaching?

Class Size Preference
Minimum students required to open a class is 3 or 4
Maximum _____

Please also provide the following:
Current Resume
Background Check and Completed Application
2 Personal and 1 Professional Reference
Applicable Images
Quality Photo Headshot
5-8 Sentence Biography

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What key techniques/terms can students expect to learn? What product will students walk away with? We will use this information advertise and promote the class online, Facebook, radio, posters, etc.

Step by step, describe your curriculum and/or class activities.