

# 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
<b>If other, explain below</b>

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

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

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	_____

How long is your class?
_____ Minutes/Hours

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
Example: Watercolor Paper, Student Grade Quality, 22"x30"	20 pages	.67 per page	\$13.40

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

What date are you able to start teaching?

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

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

Suggested Pay Rate (if applicable)

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.