



## Willamette Art Center Class or Workshop Proposal Form

*If you would like to have your workshop or class considered for a WAC-sponsored activity, please complete the following form and submit it to Pam Prosize at outreach@willametteartcenter.com. You will be contacted for further information if your proposal fits the mission of the center and if our schedule will allow for the inclusion of your class.*

Name \_\_\_\_\_ Phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

I am proposing a

- \_\_\_\_\_ Day Workshop     
  Weekly Class     
  \*Weeklong Class/"camp" (M-F)  
 Week Workshop (3 or fewer weeks)     
  Demonstration

*\*Only possible between regular terms*

Number of sessions: \_\_\_\_\_ Number of hours per session: \_\_\_\_\_

Days available (check all available):

- Monday   
  Tuesday   
  Wednesday   
  Thursday   
  Friday   
  Saturday

Hours available (check all available):

- 10:00 A.M. – 12:30 A.M.   
  1:00 P.M.– 3:30 P.M.   
  6:30 P.M. – 9:00 P.M.   
  Other: \_\_\_\_\_

Art Medium: \_\_\_\_\_

Skills to be taught in the workshop or class:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Brief Description of project(s) that participants will create: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Please include a sample or photo of the project(s) with your application)*

Participants: Minimum number \_\_\_\_\_ Maximum number \_\_\_\_\_ Minimum Age \_\_\_\_\_

Materials needed: \_\_\_\_\_

\_\_\_\_\_

Cost of additional materials per person (this may become an added fee for the class): \_\_\_\_\_

Registration fee: \_\_\_\_\_

*Please attach photographs or examples of the art to be produced in your workshop or class.*

\*\*\*\*\*

*For Outreach Committee/Director's Use:*

*Cost Analysis for class:*

*# of participants \_\_\_\_\_ X Registration fee \$ \_\_\_\_\_ - Instructor pay \$20.00/ \_\_\_\_\_ hrs.- Cost of materials \$ \_\_\_\_\_*