



## CLASS/ WORKSHOP PROPOSAL

Title of Class/ Workshop \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Beginning \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced \_\_\_\_\_ Ages (if Kids) \_\_\_\_\_

Dates \_\_\_\_\_ Time \_\_\_\_\_

Number of Weeks/ Sessions \_\_\_\_\_ Minimum # Students \_\_\_\_\_ Maximum # Students \_\_\_\_\_

Tuition \_\_\_\_\_ *\*\*Please note instructor commission rate policy listed below\*\**

Description of the class content and objectives \_\_\_\_\_

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List intended projects \_\_\_\_\_

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Techniques students will learn \_\_\_\_\_

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Please e-mail the following to [BlueRidgeArts.Programming@gmail.com](mailto:BlueRidgeArts.Programming@gmail.com).

- A short bio of yourself
- Photo/s of yourself
- Photo/s of what the students would be learning
- References of previous instructor experience
- Anything else that would help us promote your class



**CLASS/ WORKSHOP PROPOSAL**

**SUPPLY FEES/ COSTS (PLEASE SELECT ONE)**

- NO Supply Fee required
- Instructor Supply Fee (non-BRMAA supplied items) Please list or attach list of supplies provided by instructor \_\_\_\_\_
- BRMAA Supply Fee (items provided by BRMAA) Please attach list of BRMAA provided supplies  
 \_\_\_\_\_ Total \_\_\_\_\_

\*Is there a Student Supply List Yes \_\_\_\_ No \_\_\_\_ If yes, please list or attach separate sheet.

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Instructor's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Please note our commission rate scale is based on a minimum student number of (6) or more per class (adjusted percentages are based on net of total receipts, including applicable member discounts)\*:

- 1 – 3 students signed up – instructors receive 100% of the class fee
- 4 – 5 students signed up – instructors receive 80% / Art Center receives 20%
- 6+ students signed up – instructors receive 70% / Art Center receives 30%

\*Any classes with less than a (6) student minimum will receive the standard 70%/ 30% commission rate scale.

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**For Office Use Only**

Date received		Authorized by		Website/Paypal	
Instructor Agreement		Class List		Constant Contact	
W-9		QuickBooks		Facebook/Pinterest	
Google Calendar		Class Catalog		Maximizer	
Classroom		Supplies in Stock			

Notes: \_\_\_\_\_

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