



### CLASS/ WORKSHOP PROPOSAL

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

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

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

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

Number of Classes \_\_\_\_\_ **Minimum # Students** \_\_\_\_\_ **Maximum # Students** \_\_\_\_\_

**Tuition** \_\_\_\_\_ **Supply Fee (non-BRMAA supplied items)** \_\_\_\_\_

BRMAA Supply Fee (items provided by BRMAA) \_\_\_\_\_ Total \$ \_\_\_\_\_

Supply List    Yes      No      If yes, please list or attach separate sheet. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_



## CLASS/ WORKSHOP PROPOSAL

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

Address \_\_\_\_\_

\_\_\_\_\_

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

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

Please e-mail the following to [Programming@brmaa.org](mailto:Programming@brmaa.org):

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

Please note our commission rate scale is as follows:

- **Instructors receive 70% / Art Center receives 30%**
- **Less than minimum # of students set by instructor: Instructor receives 80% / Art Center receives 20% (please note that there is a minimum of 3 students required for any class to go forward)**

By signing this document you agree to adhere to and abide by the Terms and Conditions stated above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### For Office Use Only

Date registered		Class List		Website Input	
Instructor Agreement		Class Roster		Constant Contact	
Google calendar		Put in Class Binder		Facebook	
Classroom		Supplies in Stock		Maximizer	
Authorized by		QuickBooks		W-9	

Notes \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_