

CALISTOGA ART CENTER (CAC) WORKSHOPS



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GIVING A WORKSHOP AT THE CAC

You may ask to conduct a CAC workshop by submitting a Work Shop Application (copy attached) to the Calistoga Art Center and a description of the workshop you would like to offer, including class description, materials needed or provided, and class fees. If you are a NEW potential workshop instructor at the CAC, we would like a biography and photo samples of the work your workshop will produce. Once reviewed and accepted, you may find out what work shop dates are available by contacting the CAC office at 707-942-2278 or emailing info@calistogaartcenter.org.

You must be a member of the CAC to conduct a work shop (Membership is only \$30 per year).

Once a workshop is scheduled, it is up to the instructor to request advance arrangements for a key & any other facility-related matters. Arranging to take a quick advance tour of the Center to see the facility (for lighting, space, tables, chairs, easels, etc.) is recommended.

PROMOTING YOUR WORKSHOP

We ask the instructor to advertise and recruit their class participants. Some resources are: submitting information to the local paper calendar, flyers to B & B's, emails to their colleagues and personal mailing lists. The CAC will help send out some information in their eblasts and post the workshop information on the CAC website. Please provide this information to the CAC admin person at least 3 weeks in advance of the workshop.

FEES FOR WORKSHOPS

For workshops, CAC does not pay the teachers hourly. CAC asks for just 25% of the total workshop fees collected and you would receive 75%. You set the price to cover what you need for instruction. (See "Following up and Remittance, below).

For instance if you have 10 students and charge \$50 for the instruction fee that = \$500...that's \$375 for you and \$125 for CAC. You would remit the entire enrollment fees to CAC and we would issue you a check for \$375.00. (At the end of the year, if we paid you more than \$600 for workshops, you would get a 1099 for tax purposes)

CAC can also post the workshop information on the website and collect the fee via credit card on PayPal. When you set up a workshop, it is helpful to get the details to the CAC admin staff as soon as possible so we can set up a "Buy Now" button. You can then advertise that enrollees may securely pay by credit card through our website.

MATERIALS

CAC does not provide materials nor ask for a percentage of funds collected for materials. For instance, if the materials cost you \$50 per person, you can request in your class description that a materials fee be collected and payable via check or cash to you at the time of class.

NUMBER OF PARTICIPANTS AND DOCUMENTING ENROLLEES

Workshop instructors need to determine what the minimum # of students would be for it to work for them. If there are not enough students to meet the minimum amount, it is the instructor's responsibility to notify the students that the class is cancelled. The instructor also must consider and determine the maximum number of students.

The CAC will keep the instructor posted via email of pre-enrollments from the website mail or other means. The instructor may have people contact them directly. The instructor is responsible that each enrollee complete a CAC Work Shop Enrollment Form. If the person enrolled via PayPal, they still need to complete the enrollment form (copy attached).

FOLLOWING UP AND REMITTANCE

After the workshop is completed, please use the large envelope provided in the CAC desk cabinet. Enclose all of the enrollment forms and remittances. If the person is paying by credit card, make sure they include all the requested credit card and contact information on the form.

CAC will issue a check for 75% off the collected instruction fees to the workshop instructor within two weeks of the workshop date. As a workshop facilitator, you are an independent contractor. Employment taxes are not withheld by CAC from workshop remittances. If in any fiscal year, the workshop proceeds exceed \$600, Calistoga Art Center will issue a 1099 and report the income, as required by federal tax rules.

Please make sure you and your students have left with all of their materials and personal items and that the CAC premises are locked and are left in the same condition as when you arrived.