



# Workshop Proposal Form

Date Submitted: \_\_\_\_\_

Instructor Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

I have previously conducted a class/workshop with CAC     This would be my first Workshop with CAC

Medium/Workshop Title: \_\_\_\_\_

Brief Description (or attach a copy if you need more space or have printed material already prepared)

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**STUDENT AGE check all that apply:**     Adults     Mature Teens     Children, Ages: \_\_\_\_\_

**STUDENT LEVEL check all that apply:**     Beginners     Intermediate     Advanced     All Levels

**WORKSHOP COST PER ATTENDEE \$ \_\_\_\_\_ (CAC retains 25% of enrollment proceeds)**

**MATERIALS (CAC does not supply materials)**

Materials cost is included in Workshop cost & are provided by instructor

Materials will be provided in class for an additional fee of \$ \_\_\_\_\_ which will be collected in class

Materials list attached; students bring own materials

**WORKSHOP HOURS**     One day Workshop     Two-Day Workshop    Number of Hours per day \_\_\_\_\_

**MINIMUM # OF ENROLLEES** \_\_\_\_\_ If not met, the instructor is responsible for cancelling/notifying students.

Please attach a **biography** detailing your education/experience in this area and photos of your work (if applicable). You will be contacted by CAC after your proposal is reviewed. You may be asked to meet personally with a program coordinator before a Workshop is accepted or scheduled.

**Refer to the Workshop Procedures** for information on how workshops are paid, materials and other important information. The procedures address most commonly asked questions.

*Thank you for your interest!*

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**To be Completed by the Calistoga Art Center**

**FOLLOWUP: Dates/Notes/Approved or Declined at this time:**

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**Workshop scheduled for:**

**Dates(s)** \_\_\_\_\_

**Times:** \_\_\_\_\_

**CAC Program Coordinator:** \_\_\_\_\_