



Northfield Arts Guild

Class/Workshop Proposal

Please refer to Instructor Policies & Guidelines before submitting this form.

Class or Workshop Title:						
Instructor Name:						
Address:			City:		St:	Zip:
Contact Ph:			Alt Ph:		Email:	
Web site:				Do you want to be included in the Community Education Schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this a workshop or a class? <input type="checkbox"/> Workshop <input type="checkbox"/> Class				Do you want the enrollment-based pay option? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this a progressive workshop or class? <input type="checkbox"/> Yes <input type="checkbox"/> No				Permission of instructor required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Proposed start date:		Start Time:		Prerequisite:		
Proposed end date:		End Time:		Total hrs:	# meetings/session:	
Preferred meeting days <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun						
Are classes offered multiple times in the week? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Age group or School Grade(s):				Min # students:		Max #
Set up needs (tables, easels, sink, etc):						
Supplies furnished by teacher:						
Cost of supplies to student (Note: students will pay for these supplies directly to teacher): \$						
Supplies to be furnished by Arts Guild:						
Class description: (approximately 60 words):						
For Office Use Only						
Session: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring/Summer				Did class run? <input type="checkbox"/> Yes <input type="checkbox"/> No		Tot # students
Date submitted:			Project photo submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No		Teacher Photo? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Class #		Teacher bio updated? <input type="checkbox"/> Yes <input type="checkbox"/> No			Class Location:	
Member fee:			Non-member fee:		Materials fee:	
Fee Schedule (members receive 10% discount on class fee and materials; fees may vary slightly depending upon class)						
Theater, Literary	Visual Arts	Clay	Dance	Music Together	Workshop	Materials: \$3.00 per hr for art supplies, \$4.00 per hr for clay.
\$12	\$12	\$13	\$12	\$15	TBD	
Teacher hourly pay rate:			X hours	= total: \$		Survey sent? <input type="checkbox"/> Yes <input type="checkbox"/> No
or rate per student: \$			x total number of students			= total: \$