Tryon Arts & Crafts School
373 Harmon Field Rd
Tryon, NC 28782
Ph: 828-859-8323
www.tryonartsandcrafts.org

WORKSHOP INSTRUCTOR PROPOSAL FORM

Proposed Workshop: _____

Proposed Dates(s) and Time: _____

Maximum Number of Students: _____ Minimum Age Limit: _____

Name of Instructor: _____

Address: _____

Telephone: _____ Cell: _____

Email address: _____

Brief Description of the Workshop: _____

_____

Please include: electronic files with a one paragraph bio, jpeg photo files of the workshop project(s), and a short colorful narrative description of what students will do in the workshop. These will be used for advertising purposes and will be posted on our website, Facebook and will be used in press releases.
Materials/Tools Needed and Who Will Provide: _____

_____

Instructor's Fee: $ _____ Basic Material Costs per student _____Please note: unless other arrangements are made, the instructor provides the workshop materials and the students pay the instructor at the end of the workshop. This allows students to purchase additional supplies and tools as desired.
Other expenses / Special Requirements:_____

Important! Workshop Proposal forms should be submitted at least 4 months before the workshop date. If we do not have the minimum required number of students one week before the workshop, the workshop will be canceled. We cannot commit to payments to the instructor if the workshop does not get the minimum required students. A Proposal form must be submitted for each scheduled workshop.

I must have all the following before I can schedule a workshop. All forms, Word files and Jpeg photo files can be emailed to: director@tryonartsandcrafts.org.

Checklist ___ Bio ___ Jpeg photos ___Workshop Description ___ Workshop Proposal

Please return this proposal form with above to: Attention – Cathy Fischer, Tryon Arts & Crafts, 373 Harmon Field Rd, Tryon, NC 28782 or email to: director@tryonartsandcrafts.org

Proposal submitted on (date): _____Submitted by: _____

Approved (with adjustment as needed) _____ _____ _____
Date ED signature Instructor signature