



TRYON ARTS & CRAFTS SCHOOL
373 Harmon Field Rd.
Tryon, NC 28782
828-859-8323
tryonartsandcrafts.org

COURSE PROPOSAL FORM

20230822

Submit content on separate document as needed.

INSTRUCTOR NAME(S):

ADDRESS:

EMAIL ADDRESS:

PHONE:

- ☐ 1. **RESUME OR CV FOR TEACHING ARTIST** (Please Attach)
- ☐ 2. **PORTFOLIO** – Your Website or Social Media Handle. If not online, provide a 1-paragraph biography.

COURSE FORMAT & AUDIENCE

- ☐ 3. **Schedule**
- ☐ **6-WEEK CLASS**, Meets once per week
- _____ **Season**
_____ **Day**
_____ **Morning, Afternoon, or Evening**
- ☐ **WORKSHOP or INTENSIVE**, 1 day or multiple consecutive days.
- _____ **Date**
_____ **Hours**
- ☐ **OTHER**
- _____
- ☐ 4. **Program Style**
- ☐ **FREE FORM** – No syllabus. Hands-on individualized instruction, emphasis on finished products, students may choose their projects and teacher supports them in achieving their goals.
- ☐ **STRUCTURED, Project-Oriented** – Syllabus required. Specific list of projects. Emphasis on finished products.
- ☐ **STRUCTURED, Process-Oriented** – Syllabus required. Specific techniques, processes, or material for experimentation. Not product-oriented, but new skills transfer to students' personal practice.
- ☐ **WINE & CRAFT, COFFEE & CRAFT, or HOLIDAY CRAFT** – Basic, No materials fee, refreshments provided, make-it-take-it.
- ☐ 5. **Age Group**
- ☐ Adult
- ☐ Intergenerational (parent-guardians with kids)
- ☐ Teen
- ☐ Elementary

☐ 6. **Student Skill Levels** (Circle all that apply)

- ☐ Beginner
- ☐ Intermediate – working knowledge of equipment/techniques with some guidance required
- ☐ Advanced – skilled and proficient at independently operating all equipment

☐ 7. **Prerequisites** – Prior course requirement or prior skills students need

☐ 8. **Preferred Number of Students** (TACS may set a higher minimum or lower maximum)

Minimum _____ Maximum _____

☐ 9. **Class Registration Cutoff Date / Instructor Prep Time**

If the student minimum has not been met, TACS will **cancel the course 2 weeks before the start date**. Alternatively, teachers and TACS may agree to a shorter or longer cutoff timeline, based on the instructor's convenience.

How many days or weeks prior to your class is the final cutoff date for new registrations? _____

COURSE TOPICS, FACILITIES, & MATERIALS☐ 10. **Course Title**

☐ 11. **Brief Course Description** – 3-6 sentences; include techniques, processes, and outcomes.

USE A SEPARATE SHEET OF PAPER OR BACK OF THIS PAGE.

☐ 12. **Syllabus** – If teaching a “STRUCTURED” class or workshop, please attach the course syllabus.

☐ 13. **Supplies**

STUDENTS should bring the following supplies:

TACS provides the following supplies for Students (if applicable):

INSTRUCTOR provides the following supplies for Students (if applicable):

☐ 14. **Student Materials Fee** (if applicable)

Paid by students directly to you. This fee may include your time researching materials, the direct cost of purchasing materials, and preparation of materials prior to your program. Materials fees are common with workshops and/or 6-week classes in cases when TACS does not regularly stock the necessary materials.

\$ _____

☐ 15. **Special Requests** (optional)

MARKETING☐ 16. **Images** – Submit Digital Images of Projects and/or Techniques You Will Teach.

NOTE: TACS offers to photograph your work. See “TACS Promotional Assistance” below.

IMAGE GUIDELINES

- *HIGH RESOLUTION: 300 DPI. Or, 72 DPI with large dimensions may be acceptable.*
 - *IN FOCUS*
 - *NEUTRAL BACKGROUND (white, gray, or black)*
 - *FORMATS: jpg, png, or tif*
-

- ☐ 17. **TACS Promotional Assistance** (complimentary service)
- ☐ I will provide physical examples of the course project(s) for TACS to photograph for promotional purposes.
 - ☐ I will DELIVER the item(s).
 - ☐ I will MAIL the item(s).
 - ☐ TACS may include my item(s) in gallery displays to attract prospective students.

ACCOMMODATIONS

☐ 18. **Overnight Accommodations**

- ☐ Check here if overnight accommodations are needed.

If so, please select all that apply:

- ☐ Guest Bedroom, hosted by TACS Board member, Staff member, or Patron is OK
- ☐ Private House with no host is OK (e.g., rental house)
- ☐ Hotel or Bed & Breakfast is OK

COMPENSATION

☐ 19. **Instruction Fee** – The amount you wish for TACS to pay you for your instructional time.

If an **HOURLY RATE**, list the dollar amount TACS will pay you for *each hour* you instruct: (\$)

If a **FLAT RATE**, list the *total* dollar amount TACS will pay you for all instruction: (\$)

CONDITIONS

- I agree to the terms of the **annual TACS Instructor Agreement**: <https://tinyurl.com/Instructor-Agreement-20210915>.
- Content in this proposal may be used for advertising, social media, web registration, and press releases.
- For optimal course promotion, TACS prefers over 3 months advanced submission.

Instructor Signature: _____ **Date Submitted:** _____

Submit to: director@tryonartsandcrafts.org.

REVIEW OF ATTACHMENTS:

- Resume or CV
- Syllabus (if Structured Program)
- Images