

Class Proposal Form

Instructor Information (please print or type)

Name			
Soc. Sec. #			
Address			
City			
State			
ZIP Code			
Telephone (home)		(work)	
Telephone (cell)		(e-mail)	

Class Details. MUST BE FILLED IN COMPLETELY

Class Title: _____ **Session:** _____ of _____
 (list if offering more than one of the same class)

Min./Max. Age:	_____/____	Minimum # of students:	_____	Maximum # of Students:	_____
How many weeks or days for this class					
Day of the week (in order of preference)	1)	2)	3)		
Time(s) of day/eve. for class	_____ am/pm to _____ am/pm				
Dates you request (include start and end dates) in order of preference	1)	2)	3)		
Class fee* (Arts Council will add a \$5 registration fee to this amount)(see over)	\$ _____ Arts Council Members \$ _____ Non-Members Group Rate \$ _____ /person for groups of _____ or more				
Are materials required? Y/N Materials provided? Y/N	If materials are required, please provide a separate list of materials needed for the class				
Additional fee for materials?	\$ _____ Include in class fee Y/N or Paid to the instructor Y/N				

Our best marketing tool is your detailed description of the class you are proposing and digital photographs of you with your artwork and/or your students.

Description (attach a separate sheet if needed):

The deadline for registration will be set for one week prior to the class start date. If you need to set the deadline date earlier or later, please indicate that date here: _____

Digital photos _____ attached
 Bio _____ attached _____ update attached _____ on file, no changes

Queen Anne's County Arts Council

206 S. Commerce St., Centreville, MD 21617

410-758-2520 www.queenannescountyarts.com

Instructor's Fee**

Indicate pay structure here: 1. _____75% of enrollment **OR** 2. \$_____flat rate (enter amount)

***Class Registration Fees:**

A five dollar (\$5) non-refundable registration charge will be added to proposed class fees. (i.e.: If you set your class fee for \$100, we will list class as \$105.)

****Payment Structure:**

1. The Arts Council shall pay each instructor seventy-five percent (75%) of the class cost offered to students (less registration fees), based on total class enrollment.
2. Instructors preferring to set a flat-fee for their workshops must include that amount in this proposal. The Arts Council will establish student minimums for flat fee arrangements.

Setting Class Fees:

We ask that instructors establish class fees and keep them consistent for the first 12 months of each class offering. That is, any identical offering should be submitted without increase for at least one year. If you feel that a significant change in a prior course offering is warranted and need to increase student fees for that class, please explain in a brief note submitted with your proposal.

Liability:

The Arts Council shall be held harmless from and against any claim, suit, damages, proceeding loss, injury or liability (including attorney's fees), whether in contract or in tort (including negligence) arising out of, or related to any damage or loss of property or injury to person (including death resulting caused by or arising out of, or related to, any damage or loss of property resulting therefrom) caused by or arising out of the performance of the services proposed in this agreement. This agreement shall be governed by and construed in accordance with the laws of the State of Maryland. Signing this agreement to teach implies acceptance of all policies as stated above.

Signature(s): _____

Date: _____

Thank you for helping us to bring art opportunities to Queen Anne's County