

## Class Proposal Form

Thank you for your interest in teaching at the BOTTLE WORKS! To be considered, please submit one *completed* form per proposed class. Before submitting, visit our website at [www.bottleworks.org](http://www.bottleworks.org) to see examples of upcoming classes to avoid duplication.

Submit form to:

[largenbright@bottleworks.org](mailto:largenbright@bottleworks.org) or [bblackham@bottleworks.org](mailto:bblackham@bottleworks.org).

**Terms:** Financial arrangement between BOTTLE WORKS (BW) and Instructor is a 70/30 split of collected registration fees. The instructor will be paid 70% and BW retains 30%. Once the class is over, instructor should submit an invoice reflecting total class participation, fees, and amount owed based on 70% commission. BOTTLE WORKS will send payment within two weeks of invoice receipt. Please note, arrangements for camps may vary.

Name of instructor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Instructor bio or artist statement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of proposed class/workshop/series/camp: \_\_\_\_\_

Preferred class times/dates (we will then check against our schedule and confirm availability).

\_\_\_\_\_

\_\_\_\_\_

- We may provide “open studio hours” if applicable to complete larger projects.

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**Description of class/workshop/camp. Please be brief and concise and explain exactly what the student will learn and/or make in no more than one paragraph (50 words or less).**

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**Single class or If Series - Number of Sessions in Series:** \_\_\_\_\_

**Age range:** \_\_\_\_\_

**Minimum # of students** \_\_\_\_\_ **Maximum # of students** \_\_\_\_\_

**Beginner, Intermediate, Advanced, All Levels** \_\_\_\_\_

**Are you teaching - or have you taught - this class anywhere within a 30-mile radius of BW within 6 months of proposed dates? If so, where?**

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**Do you need the use of a sink for class? (Y/N)**

**Any other special needs for this class?** \_\_\_\_\_

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**Supplies**

*Please list the supplies necessary to take this class below.*

*Will you provide? If so, please include in your per-student class price.*

*If not, please define what the students are expected to bring.*

*BOTTLE WORKS is not responsible for the cost of supplies and will not reimburse for instructor expenses.*

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**Price**

*Each class has a Member/Non-member rate. Member rates are typically \$5 less than the Non-member rate.*

**Nonmember price** \_\_\_\_\_ **Member price** \_\_\_\_\_

**Supply Fee/person** (if not included in overall price) \_\_\_\_\_

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**Marketing to Promote Registration**

- Please instruct students to sign up by calling BOTTLE WORKS at 814.535.2020
- Please provide us with a contact list of potential attendees (if applicable) to help promotion efforts.
- Attach and send 1 digital image for promotion (minimum 300 dpi).
- We want your class at BOTTLE WORKS to be a SUCCESS! We encourage you to assist with marketing by distributing flyers, making phone calls to your contacts, promoting through social media & sharing BW's social media posts.

*We are also considering new artists for our Gallery Shoppe, exhibits, special event vendors, and artists interested in live demonstrations for various festivals and other events. Call BOTTLE WORKS at 814.535.2020 to find out more.*

**SIGNATURE:**

\_\_\_\_\_  
**Instructor**

**Date** \_\_\_\_\_

**Approved by:**

\_\_\_\_\_  
**BOTTLE WORKS DIRECTOR**

**Date** \_\_\_\_\_

**Class Dates:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

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