

# HIAA Art Education Workshop Proposal Form

Please email this completed form and supporting documents to [hiaa.edu.center@gmail.com](mailto:hiaa.edu.center@gmail.com)

Date of proposal: \_\_\_\_\_

## Teacher contact information

Name: \_\_\_\_\_

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

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

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

Attach your resume/CV to this application with links to relevant websites and social media. Provide a list of three references with email and phone contact information. If you plan on bringing an assistant, include their details. Attach photos of you teaching or of student work for promotional purposes.

Course title: \_\_\_\_\_

Length of class: \_\_\_\_\_

Preferred time and date of workshop: \_\_\_\_\_

(Once approved, the final date and time will be determined)

Student demographic:

Adults     Teens     Children     Children accompanied by a parent

Skill level required:

No experience necessary     Beginner     Intermediate     Advanced

Brief description of course outline:

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Course objectives (What the student will learn/come away with at the end of the class):

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In what ways will you help promote the workshop?

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Materials needed:

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Maximum # of students: \_\_\_\_\_

Minimum # of students: \_\_\_\_\_

Supply details:

Students need to bring their own supplies

Teacher will provide supplies for a fee

Teacher will provide a materials list for students to purchase supplies before class

Cost of workshop:

Tuition: \$ \_\_\_\_\_ (20% donation to HIAA)

Supplies fee: \$ \_\_\_\_\_ (Full amount kept by teacher)

HIAA can provide chairs, tables and easels. Specify your needs:

Number of easels: \_\_\_\_\_

Number of tables: \_\_\_\_\_

Number of chairs: \_\_\_\_\_

Specify other special requirements (Ex: floor must be covered if using excessive paint):

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Teachers provide all other supplies needed for class unless otherwise arranged.

Teacher is responsible for set-up and clean-up of teaching space, cleaning of all materials and leaving property the way it was found.