



## Workshop Proposal Form

**AX**, The Arts and Culture Centre of Sussex, offers workshops in visual arts, ceramic arts, fine craft, literary arts, music, the creative process, and youth programming. We schedule workshops on an ongoing basis and review new proposals four times per year.

Formats can be flexible, such as single half-day or full-day classes, week-long workshops, multiple consecutive weeks of 1½ hr – 3 hr sessions, and after-school and evening programs, for example. We encourage you to apply a minimum of **8 weeks in advance** of the proposed workshop date(s) so we can review your application and properly promote your class, should your proposal be accepted.

**AX** collects workshop fees from participants, manages registration, and helps promote the workshop on our website, social media, and e-newsletter. We ask you to help promote the workshop through your contact channels as well.

### Fee and class structure

Instructors receive 75% of the instruction fee, **AX** receives 25% of the instruction fee. Instructors purchase materials or provide a list for participants to purchase on their own. When working out the cost of your workshop in the form below, ensure that the price is **described as “X” amount per participant**, and let us know if you want us to collect materials fees on your behalf or if you will collect the fees from participants at the class, yourself.

*Note for those offering **workshops for youth**: A Criminal Record Check (available from the Sussex RCMP at no charge) is required for successful applicants.*

### INSTRUCTOR INFORMATION

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

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

Town/City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

**Education (please include separate biography paragraph, plus your resume)**

**WORKSHOP DESCRIPTION (350 WORDS OR LESS – CAN SEND IN A SEPARATE FILE)**

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**WORKSHOP DETAILS**

Medium : \_\_\_\_\_

Proposed Outcome (i.e: one finished painting at the end of 4 weeks, one piece of jewelry, etc. – if you have sample photos, please include): \_\_\_\_\_

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Youth or Adult : \_\_\_\_\_ If youth, what age range : \_\_\_\_\_

Experience Level (beginner, intermediate, advanced, all levels) : \_\_\_\_\_

Proposed Date(s) : \_\_\_\_\_

Alternate Dates(s) : \_\_\_\_\_

Proposed Time(s) : \_\_\_\_\_ Alternate Time(s) : \_\_\_\_\_

Duration of Workshop : \_\_\_\_\_

Min. # Participants : \_\_\_\_\_ Max. # Participants : \_\_\_\_\_

*AX will cancel if we don't meet the min. number of participants, and we recognize you need to know the number of participants before you can purchase materials.*

**How much notice do you require about participation numbers in advance?** \_\_\_\_\_ days' notice

**WORKSHOP COSTS**

Instruction Fee (*AX retains 25% of instruction fees, so be sure to factor this in*) : \$\_\_\_\_\_ / Participant

Materials Fee : \$\_\_\_\_\_ / Participant

Who will collect the materials fees from participants, you or AX? \_\_\_\_\_