



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 several 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 includes your fee and **AX's**, and is described as "**X**" amount per participant. Also, let us know if you want **AX** 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 / biography, plus CV/resume – include separately

Experience Level (beginner, intermediate, advanced, all levels) : _____

Proposed Date(s): _____

Alternate Dates(s): _____

Proposed Time(s): _____ Alternate Time(s): _____

Duration of Workshop: _____

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? _____

Min. # participants: _____ Max. # participants : _____

AX will cancel the workshop 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 advance notice do you require about participation numbers? _____ days' or _____ weeks' notice.