



## Workshop Proposal Form

**AX**, The Arts and Culture Centre of Sussex, offers in-person and virtual workshops in visual arts, ceramic arts, fine craft, literary arts, the creative process, and youth programming. We also offer plein air (outdoor) and online workshops as well. Workshops are scheduled on an ongoing basis and we review new proposals with a jury several times per year. *For ceramics workshop proposals, please also complete the **Ceramics – Additional Information** form, found on our website.*

Formats can be flexible (half-day or full-day classes, week-long workshops, consecutive weeks of 1½ hr – 3 hr sessions, online, after-school / evening programs, for example). We encourage you to apply a minimum of **12 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 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.*

**We encourage you to copy/paste the information below and submit your proposal in an online document to [info@axartscentre.ca](mailto:info@axartscentre.ca).**

### INSTRUCTOR INFORMATION

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

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

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

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

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

**Education / biography, plus CV/resume – include separately**

Your previous workshop/educational and artistic experience in paragraph form, for AX to use in promotional materials – maximum 150 words.

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**WORKSHOP DESCRIPTION (350 WORDS OR LESS)**

**\*IF THIS IS AN ONLINE WORKSHOP, PLEASE INCLUDE DETAILS ABOUT HOW THE SESSION(S) WILL BE OFFERED AND WHICH PLATFORM YOU WILL USE.**

**\*IF THIS IS A PLEIN AIR WORKSHOP, PLEASE INCLUDE WHERE IN THE SUSSEX AREA YOU INTEND TO HOST THE WORKSHOP, OR IF YOU WOULD LIKE US TO PROVIDE SUGGESTIONS. INCLUDE PLANS FOR INCLEMENT WEATHER AND INDICATE ANY SPECIAL REQUIREMENTS NEEDED.**

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**WORKSHOP DETAILS**

Discipline (paint, ceramics, literary, etc.) and medium/genre: \_\_\_\_\_

Proposed outcome (i.e: one finished painting, one piece of jewelry, one short story, etc.):

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Photos: For visual arts/fine craft, please provide 2-3 high quality images of final product facsimile for promotional purposes. For literary arts, please provide photo of yourself.

Age – 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 (hours): \_\_\_\_\_

### **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.