



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.

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.

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.**

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.):

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

*When costing out the workshop please be sure to consider your own expenses.

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.