

## **Gualala Arts Guidelines for Workshop Instructors**

1. An application must be completed for each workshop and submitted to the workshop coordinator. At the time of submission all publicity information must also be provided.
2. Workshops are offered on a 75 /25 fee basis (instructor 75%, GA 25%). The instructor sets the class fee. Material fees are not included in the split and will be paid directly by the student to the instructor.
2. Students who are not members of GA will pay a higher class fee to be determined by Gualala Arts.
3. Minimum /maximum number of students for workshops are determined by the instructor. The cut off date for registration should be at least two weeks prior to the first class.
4. Instructors are responsible for creating a handout with information about the class including materials needed and other pertinent data for each student. Gualala Arts will also make this information available on their website. To facilitate putting this information on the web, please supply a computer file (preferably Word) and send to [pr@gualalaarts.org](mailto:pr@gualalaarts.org). If the information must be mailed to a student, the cost will be applied to the 75% split fee.
5. Gualala Arts will take the student's name, mailing address, phone and e-mail. All payments for workshops whether taken by check or Visa /MasterCard are taken at the time of registration. In the event of a cancellation, GA will notify registered students and return payments by check. Workshop tuitions are refundable up to the last day for registration. After that, no refunds are available.
6. Instructors will receive their commission at the end of the month of their first class.
7. All instructors are responsible for leaving their class areas clean. If used, please arrange table and chairs according to office request. Please use recycling bins and take trash to outside containers.
8. A record of student attendance needs to be taken each day and an evaluation form completed on the last day of class. These are to be turned into the office at the end of the workshop.
9. It is understood that contractual instructors are not covered by Workers Compensation Insurance and Gualala Arts makes no deductions for unemployment, disability insurance, or social security.

### **Workshop Publicity**

1. Gualala Arts advertises workshops on their website ([gualalaarts.org](http://gualalaarts.org)) and in a monthly newsletter, *Sketches*, which reaches over 900 households. Publicity information including (1) an explanation of the workshop, (2) instructor statements, (3) images representing your workshop, and (4) a short biography should be provided with the proposal. Providing the publicity information in Word would be appreciated. It should be submitted to [pr@gualalaarts.org](mailto:pr@gualalaarts.org). This information is also helpful in writing news articles.
2. If posters or flyers are desired, instructors are responsible for creating and distributing them. The GA Director must approve posters and flyers. Bring a copy or a burned CD to the GA office after your workshop is approved. A week after receipt, GA will provide 15 "8.5 x 11" color copies on our standard paper at no cost to the instructor. Additional posters and flyers can be printed in black and white for 10 cents a copy or in color for 75 cents a copy.

## Gualala Arts Culinary Guild Workshop Application

Instructor's Name: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_ SSN \_\_\_\_\_

Website: \_\_\_\_\_

Gualala Arts reserves the right to release instructor contact information (phone/e-mail) to prospective students \_\_\_\_

Workshop Information: If instructor is presenting more than one workshop in the series, include all on this form.

1. Title of Workshop \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_ Date \_\_\_\_\_

2. Title of Workshop \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_ Date \_\_\_\_\_

3. Title of Workshop \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_ Date \_\_\_\_\_

4. Title of Workshop \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_ Date \_\_\_\_\_

Tuition (Profits to Culinary Guild): \_\_\_\_\_

Maximum Number of Students: \_\_\_\_\_ Minimum \_\_\_\_\_

Age Level: \_\_\_\_\_

Must Register By \_\_\_\_\_

Student prerequisites:

Materials students must provide:

Equipment/ set up/ room space needed:

\*Please attach a description of the content of the workshop, instructor statements, and instructor background for publicity.

## Gualala Arts Workshop Instructor Contract

I have read the Workshop Guidelines and presented a Workshop Instructor Application. I would like to present a workshop entitled

\_\_\_\_\_ on \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contract not valid until signed by GA Executive Director**

\_\_\_\_\_ Date \_\_\_\_\_

### **Office Use**

Workshop description  yes  no

Instructor background  yes  no

Student information handout  yes  no

Flyer/ poster  yes  no

Publicity CD  yes  no