

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

1. A complete application for each workshop must be submitted to the workshop coordinator. Also include images or background material of the work being presented with the initial application.
2. At the time of submission all publicity information must also be provided. Publicity requirements are shown below.
3. References are requested in order to assist in the approval process. Please provide a contact familiar with your area of interest and expertise.
4. Upon workshop approval the Instructor will be sent a contract for signature. Once the contract is fully executed the workshop will be added to the GA calendar.
5. Workshops are offered on a split fee basis (Instructor 75%, GA 25%). The instructor establishes the workshop fee. Material fees are not included in the fee split and will be paid directly by the student to the instructor. Students who are not members of GA will pay a higher workshop fee to be determined by Gualala Arts.
6. Minimum and maximum numbers of students for each workshop are determined by the instructor. The cut-off date for registration (aka: Sign-Up By) is also established by the instructor.
7. Instructors are responsible for providing workshop publicity information (see workshop Publicity below). If the information must be mailed to a student, the associated cost of content reproduction, mailing materials and staff time will be deducted from the instructor's 75% split fee.
8. Gualala Arts will take the student's name, mailing address, phone and e-mail. All payments for workshops whether taken by check, cash or credit cards 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 (less a 25% non-refundable fee) until the "sign-up by" date. After that date, no refunds are available.
9. Instructors will receive their commission at the start of the month following the completion date of their workshop. During the execution of the contract, instructors will be provided an IRS W-9 (Request for Taxpayer Identification Number and Certification). Submission of this form is required in order to receive payment. It will allow us to protect the confidentiality of the instructors SSN#.
10. All instructors are responsible for leaving their workshop areas clean. If used, please arrange table and chairs according to office request. Please use recycling bins and take trash to outside containers.
11. The Gualala Arts Workshop Evaluation form is to be passed out by the instructor to the students for completion on the last day of workshop. These are to be turned into the office at the end of the workshop.

12. 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**

- A. Gualala Arts advertises workshops on their website ([gualalaarts.org](http://gualalaarts.org)), the GAC monthly newsletter – *Sketches* (reaching over 900 households), and local newspapers. To that end, along with your proposal, please submit your publicity information.
- B. Inputs should include: **(1)** a description of the workshop, **(2)** any instructor statements, (3) images of your work, yourself as an artist, and any other images relevant to the workshop should be provided with a minimum of two images but preferably 5, (4), a brief biography, and (5), a materials list if needed. Images should be 1500 x 2100 pixels (5x7 300 dpi) and can be on a disk or sent through e-mail. All publicity information should be provided to the Workshop Chairman, Lamar Van Gunten on [lamarvg@mindspring.com](mailto:lamarvg@mindspring.com). As your Instructor payments are directly tied to the number of students participating, it is to your benefit to actively participate in the creation of the publicity for your workshop.
- C. If posters or flyers are desired, instructors are responsible for creating and distributing them. Posters and flyers must be approved by the GA Director. After your workshop is approved, provide a paper copy or a PDF file to the GA office or email to [pr@gualalaarts.org](mailto:pr@gualalaarts.org). 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.