



Gualala Arts Guidelines for Workshop Instructors

1. Masks and proof of vaccination will be optional or required if preferred by workshop instructor.
2. Gualala Arts will adjust guidelines to current COVID-19 conditions as County requires.
3. A complete application for each workshop must be submitted to the workshop coordinator. Please include images or background material of the work being presented with the initial application.
4. References are requested in order to assist in the approval process. Please provide a contact familiar with your area of interest and expertise.
5. 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.
6. 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 may pay a higher workshop fee to be determined by Gualala Arts.
7. 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. If the instructor plans to cancel the workshop due lack of sign-ups, Gualala Arts requires 7 days' notice before the start of class
8. Instructors are responsible for providing workshop publicity information (see workshop Publicity below). Publicity is due ***As Soon As Possible*** or no later than 42 days (6 weeks) prior to the start of the workshop.
9. Gualala Arts will take the student's name 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 unless the class does not fill, then a check will be issued to refund students within two weeks after the end of the month.
10. Instructors will receive their commission within 10 business days 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#.



11. 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.
12. Gualala Arts does not cover contractual instructors for Workers Compensation Insurance and makes no deductions for unemployment, disability insurance or social security.
13. Gualala Arts may use online registration forms

Workshop Publicity:

- A. Gualala Arts advertises workshops on their website (GualalaArts.org), the Gualala Arts weekly newsletter – Sketches (reaching over 3500 households), in annual workshop catalog and local newspapers. To that end, along with your proposal, please submit your publicity information.

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 Gualala Arts Publicity Manager, at pr@gualalaarts.org. 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.

- B. If posters & flyers are desired, please submit a request to pr@GualalaArts.org to see if your request may be accommodated. Distribution of flyers is usually the responsibility of the instructor beyond Gualala Arts Center, Dolphin Gallery & the Gualala Post Office. All posters & flyers must be approved by the Gualala Arts Publicity Manager.