

## WRVAG Workshop Request Form

Name of Artist/Instructor: \_\_\_\_\_

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

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

Synopsis of Workshop/Class: \_\_\_\_\_

\_\_\_\_\_

Requested Date(s), Time(s) & Frequency: \_\_\_\_\_

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

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

Cost of the Class: \_\_\_\_\_

Is there is a list of required materials/supplies for the class? If so, attach a copy of the list of supplies.

### CONDITIONS

#### **The WRVAG:**

- will set up the classroom to suit the Instructor's requirements.
- will advertise the event.
- will defer all student questions concerning class materials, techniques, and requirements to the instructor.

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— may act as a central point of contact, creating a roster of interested students to include their name, phone number and email address for the Instructor.

— **will not collect any fees from students or manage any monies/resources/associated with the workshop/class. We'll advise students that fees are paid to the artist/instructor at the time of the class/workshop.**

### **The Workshop Artist/Instructor is responsible for the following:**

— pay classroom non-refundable usage fee at the time of “booking” the workshop/class.

— collect student fees and manage any monies/resources/attendance associated with their workshop/class at the time of the class/workshop.

— provide a list of required materials/supplies for the class, if any, and provide that list to the WRVAG. Please keep in mind, that Dubois and surrounding area is limited when it comes to purchasing art supplies. It may be advisable for the Instructor to provide hard to purchase or uncommon materials used in their classroom.

— inform the WRVAG Executive Director of workshop/class cancellation.

— ensure that all instructional materials are removed and the classroom is left in the condition and configuration they found it.

— remove any trash and place in the outside dumpster.

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Signature of Artist/Instructor \_\_\_\_\_

Signature of WRVAG Executive Director \_\_\_\_\_

Date of Request \_\_\_\_\_