



Instructor Class & Workshop Proposal

Please email completed form to arts@alpharetta.ga.us or mail/hand deliver to 238 Canton St, Alpharetta, GA 30009
(678) 297-6135

Alpharetta Arts Center Class Season (Check one)

Fall 2021 (9/6 -11/28)
Winter 2021/22 (12/6 – 2/20)

Spring 2022 (2/28 – 5/29)
Summer 2022 (6/6 – 8/28)

Instructor Name: _____

Instructor Phone Number: _____ Email: _____

Are you representing a company? Yes No

Name of Company _____

About The Class Being Proposed

Proposed Class Title: _____

Please provide a brief class description (attach additional information if needed)

What age group,(s) is your proposal for? 5-12 13-18 19-50 50+

Class size minimum _____ Class size maximum _____

Single Day Workshop: Short Session (2-4 classes): Virtual: Multi Session:

Number of classes: _____ Time length of class: Hours _____ Min _____

First choice of class start date _____ First choice of start/end time _____

Second choice of class start date _____ Second choice of start/end time _____

**Listing a second date on your proposal helps us build the calendar. You will be contacted if your second choice is selected.

Supplies (Check one)

_____ Students will not need supplies

_____ Instructor will provide supplies. Student to pay \$ _____ to instructor at first meeting.

_____ Arts Center to provide supplies and charge a material fee at registration. (Attach full supply list with costs.)

_____ Students will bring own supplies. (Attach full list)

What is your proposed fee for a class? _____

(Please consider the 75/25 revenue split of class fees with the Arts Center when calculating class fees)

Please provide a brief marketing statement about class for use in our class guide

****All courses require a photo as an example of work being proposed. Photo must be of your own work or work that is approved for marketing purposed. Please only send quality images with high resolution to arts@alpharetta.ga.us**

ADMINISTRATIVE USE:

Notes _____

Program _____ approved _____ declined

Class Dates: _____ Times: _____ Room: _____ Inst

Contract Completed _____ Contract Returned _____