

Workshop Submission Form



Guidelines to Consider in Preparing Your Workshop Proposal:

In preparing your Workshop Proposal, be sure to answer all questions and include a workshop outline.

Make sure you are submitting your new workshop information at least SIX WEEKS before your class.

First time workshop instructors: Please provide a brief summary of your experience pertinent to this workshop proposal (attach summary to email transmitting your Workshop Proposal).

For further information or questions call

Email Completed Proposal to: **Rena Wilson** sundance@rmi.net

Instructor Name (As it will appear in Catalog, Web Site & ads)	
Workshop Title (As it will appear in Catalog, Web Site & ads; 5-7 words)	
	The workshop description should describe the activities and learning objectives. This will be used in the Mancos School of the West catalog and web site and in advertising. Keep the text brief and to the point; no more than 70 words.
Workshop Description	
	Workshops may be conducted on weekends or weekdays. _
Proposed Workshop Dates	
	Lunch is generally scheduled for 1/2 to 1 hour, brown bag, not included in the registration fee.
Requested Time	
	Indicate your minimum and maximum enrollment
Minimum/Maximum Enrollment	
	Indicate the location and address and name (if applicable) of your studio or teaching space.
Proposed Workshop Location	
	Additional instructors/guest speakers are not paid.

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List Additional Instructors/ Guest Speakers	
	Your email address will only be included in Mancos School of the West web site and in the online listing of courses and workshops
Instructor's Email Address	
	List of materials/recommended reading provided by the Instructor (e.g. set of watercolor paints, brushes, watercolor paper, etc.) Paper to sketch with, design reference, rubber gloves, wear clothing you don't care about (dyes are permanent) apron for working, lunch (brownbag)
Workshop Materials/ Textbook	
	Based on your experience with this type of workshop, what would you recommend as a registration fee - include materials cost and a 10% increase for the School of the West
Suggested Registration Fee (\$\$/Person)	
	A workshop outline is required for all new workshop proposals. List learning objectives and activities. Your outline can be entered below or as a separate emailed document.
Workshop Outline	

Email Completed Proposal to Rena Wilson sundance@rmi.net

Date Received by Workshop Committee:

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For Office Use Only

Workshop Data Sheet

The following section is to be completed by the Committee after consultation and agreement with the Workshop Instructor.

Data	Description
Course # (Assigned by Committee)	
Workshop Date(s) & Day(s)	
Times (Start & Ending time for each day)	
Enrollment (Max/Min persons)	
Drop Dead Date (Cancel WS due to low enrollment, usually 7 business days before WS)	
Registration Fee (Members/Non-members)	\$
Materials Fee (\$\$/Person)	\$
Workshop Location (Confirmed)	