

Class Proposal Form

Thank you for your interest in teaching at the Northumberland School of the Arts. This proposal form will help with some aspects of course planning and will also give us information we need to publicize and plan for the class. Please complete one form for each class you wish to offer.

CLASS INFORMATION

Instructor: _____

Proposed class title: _____

Type of class: Course Workshop Private Lesson Demonstration Lecture Special Event

Sessions: 12 Classes 6 Classes 4 Classes 2 Full Days 1 Full Day 1/2 Day

Hours Per Session: 1/2 - 1 Lesson 2 Hour Class 3 Hour Class 4 Hour Workshop 8 Hour Workshop

Proposed class description: *Please provide in Word or RTF. If not possible, please print clearly below.*

TEACHING AVAILABILITY

To help us accommodate your course or workshop in the calendar, please check all available times.

Semester(s) you would like to offer this class: Spring Summer & Summer Camps Fall Winter

Available Day(s): Monday Tuesday Wednesday Thursday Friday Saturday Sunday Flexible

Available Time(s): Morning Afternoon After School Evening Flexible

REQUIREMENTS

Age group(s): Youth (7-12) Teen (13-17) Adult (18+) Senior (55+) Specific Age Range: _____

Recommended skill level: Beginner Intermediate Advanced All Skill Levels

Please list any special requirements: (e.g. electrical outlets, sink, tables, chairs, lighting, open space, etc.)

Are there clothing requirements? Yes No **If yes, please specify:** _____

Are there handouts for the class? Yes No *If yes, please provide copies before your class begins*

Will you be providing a kit for the class? Yes No **If yes, what is the kit fee:** _____

Please list required instruments, tools, equipment, materials, supplies, reading materials or other items for class:

PLEASE ATTACH ANY ADDITIONAL INFORMATION