



Class Proposal and Logistics form

Class Title: _____
Instructor: _____ Phone: _____
Address: _____
Email: _____
Proposed Class Dates: _____ Proposed Class Hours: _____
Location: _____
Enrollment Minimum: _____ Maximum: _____ Registration Deadline: _____

Description of Class this description will be used to publicize your class in press releases and calendar listings, so be as specific and upbeat as possible:

Student skill level: (eg "Beginner", or any prerequisite) _____
Student age constraints, if any (i.e. adult, 12 and up): _____
Will instructor provide a course outline? _____ Handouts? _____

Equipment, facilities or supplies to be provided by Confluence: _____

Arrangements for publicizing class – Please complete the attached Poster Agreement form. A short resume or bio is often useful in creating press releases to publicize your class.

Tuition and supply fees are paid by students to Confluence within 5 days of registering for the class. Select one of the following options for class supply arrangements:

- Supplies are purchased and brought to class by students from a supply list provided by the instructor, or
- Supplies are provided by the instructor; **for reimbursement, the instructor must provide a supply fee amount to be collected as part of the class registration fee.**

Instructor receives 65% of tuition net class revenue (Registration fees collected minus publicity, facility rental and reimbursed supply costs).

Tuition: \$ _____ Supply Fee: \$ _____ Total Fee per student: \$ _____

Agreed – Instructor: _____ Date: _____
(Type your name if the form will be returned via email)

Agreed – Education Coordinator: _____ Date: _____

Questions? Please contact Laura Karcher, Education Coordinator, Confluence Gallery & Art Center, 997-2787 or 997-7005.