



Workshop Proposal Information

Please try to submit your proposal as far in advance from your proposed date as possible.

Workshops submitted at least 3 months in advance allows time for the Coordinator to finalize details with the instructor, create graphics, market on d'Art socials, and get the event onto d'Art's ticketing platform if applicable. The longer we can advertise your workshop, the wider audience it will reach. **Proposed dates and times will depend on d'Arts schedule availability and are not guaranteed.**

- Artist, Instructor, and Teacher is used interchangeably within this document and is defined as the individual that will lead the workshop
- The Programs Coordinator is also mentioned as Coordinator and will be your main point of contact.
- Workshops can be 1 day, 2+ consecutive days, or a weekly/monthly program and are typically more hands-on for attendees to learn a medium or craft

Workshop Proposal:

Your proposal must include:

- Your contact information
- Any social media links you might have
- Proposed date(s) and time
- Workshop title
- Student experience level (Beginner, Intermediate, Expert, All Levels)
- Your preferred student age range (ex: 6-14, 18+, 21+, etc)
- Maximum # of students you are comfortable with (our Main Classroom fits up to 14, depending on the medium, but we can move to the Main Gallery for classes that are larger or that need more space)
- Confirm which payment option you would prefer
- Confirm if you are providing supplies or if you will supply a list for the attendees
 - The d'Art Center does have some supplies in the Main Classroom that can be used - just let us know what you need and we will see what we can do!
- Please send images to advertise your workshop (could include images from your past workshops, images of your work, an example of what is to be made in the workshop, etc)
- Instructor bio
- Confirm that you agree with information and regulations stated on the "Workshop Proposal Information" PDF

Payment Options:

70/30 Split

- 70% of ticket sales go to Artist
- Artists can either purchase their own supplies or have a supply list sent to the students to purchase
- Coordinator will put workshop onto d'Art's ticketing platform
- Coordinator will send graphics to Social Media Coordinator to create posts for your workshop on d'Art social media platforms between other d'Art related posts. d'Art does not guarantee any specific number of times that a post can be made for your workshop. It is the responsibility of the Artist to advertise their workshop as frequently as they seem appropriate.
- Checks are sent at the beginning of each month for reimbursement for 70% of ticket sales.
- 5% of each ticket sale is eligible for reimbursement towards supply costs, but receipts are required (Becomes a 75/25 split with supply receipts).
- Supplies in the Main Classroom may be used for Coordinator approval.

Room Rental

- \$45/hour to rent out the classroom, 3 hour minimum (includes any clean-up/set-up time)
- d'Art Center is not responsible for your ticket sales under the Room Rental option - you can sell tickets any way you'd prefer
- You will get 100% of the sales and will be responsible for 100% of your supply costs
- **Rental fee is due upfront with Workshop Proposal Form approval**
- Social Media Coordinator will promote your workshop on d'Art social media with approved graphics provided by the Instructor

Requirements:

- Background check or proof of employment within a school system if workshop is for ages 17 years & under
- Please include background checks for any volunteers or assistants if workshop is for 17 years old & under
- A completed W9 may be necessary for Artists that receive a certain amount in ticket sales before a check can be issued

Photo Waiver:

I authorize The d'Art Center and their licensees, affiliates, and partners to use, edit, exhibit, project, display, copyright or publish my name, likeness, voice and features for inclusion on d'Art Center's website or any other d'Art Center advertisement, communications or publication to include but not limited to social media, direct mail pieces, and commercials. I also hereby waive any rights or claims I may have against d'Art Center and/or any of its affiliates, subsidiaries, partners, or assignees.

Liability Waiver:

I will not hold The d'Art Center responsible for any accident or injury that may result during workshop activities, and I release The d'Art Center from all liability. In case of accident, injury or sudden illness, I hereby authorize any first-aid or emergency medical care which may become necessary while participating in activities at d'Art Center.

Workshop Rules & Regulations:

1. All ticket sales must go through d'Art's ticketing page if the payment option is a 70/30 split.
2. I understand that d'Art members receive \$15 off all classes held at d'Art, excluding Masterclasses.
3. For a 70/30 split, all attendees must have purchased a registration ticket for your workshop. Guests that have not paid through d'Arts ticketing site cannot participate in the activities.
4. The facilities, equipment, or rooms are not to be used by students or instructors outside of the allotted workshop time, unless they are a Resident or Associate d'Art Artist.
5. If the teacher is to have a volunteer or assistant, the Programs Coordinator must be notified beforehand and have the assistants contact information on file.
6. If the workshop is outside of operational hours, a separate contract will need to be signed for safety concerns.
7. A background check is required for all teachers and volunteers/assistants conducting a workshop for ages 17 and under.
8. All participants will use the Artists Kitchen sink across from the Main Classroom to wash hands covered in any paint, glue, clay, or other art materials/mediums, brushes and other art tools, and will **NOT** use the public restroom sinks for the reasons listed.
9. Pottery workshops are welcome to use the Pottery Room sinks to wash hands and clean tools.
10. Students and instructors are not to use the public bathroom sinks to wash art objects or tools.
11. If the minimum number of student sign-ups is not met 30 days prior to your workshop, the d'Art Center may cancel the workshop.
12. The Program Coordinator receives 1 ticket to your workshop and is not included in the sign up total.
13. Any table surfaces used must be covered with butcher paper or disposable cloths and tossed at the end of the workshop.
14. The instructor will empty any trash bin used at the end of each workshop session into the dumpster located outside the building.
15. Please note that while we do our best to promote workshops, unfortunately registrations are not guaranteed. We find that when an artist shares the workshop information with their contact list, there tends to be more registrations!
16. Please respect the space and "leave it better than you found it." The instructor agrees to leave the classroom in a clean and orderly condition after their allotted workshop time. This includes the cleanliness of the floor, surfaces used, supplies cleaned and put away (if applicable), Artist Kitchen cleaned if used, trash taken out to the dumpster, etc. If the spaces are not left in an orderly manner as listed above, d'Art will charge a **cleaning fee of \$50** and the cost will be deducted from the Artists check total.

I, _____, have read and agree to all of the information above.

Signature _____ Date _____