**VISUAL ARTS CENTER OF NEW JERSEY**

68 Elm Street, Summit, NJ 07901

artcenternj.org

|  |  |
| --- | --- |
| PROPOSAL FORM FOR NEW WORKSHOPS |  |

## Instructor Information

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Home Phone | Click here to enter text. |
| Cell Phone | Click here to enter text. |
| E-Mail Address | Click here to enter text. |

## Title of Workshop

­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Workshop Format

How is your workshop structured? Please check all that apply:

|  |  |  |  |
| --- | --- | --- | --- |
| sequential lessons |  | lectures | discussions |
| demonstrations |  | one-on-one instruction |  |

Intended student skill level, please check all that apply:

|  |  |
| --- | --- |
| beginners | advanced |
| intermediate | all levels welcome |

What are some talking points we can use when we talk and write about your workshop: i.e. what techniques/topics will be covered; what style will students work in; is emphasis on the technical or creative process; what will students create, etc.

|  |
| --- |
| Click here to enter text. |

## Description of Workshop for Listing

|  |
| --- |
| Click here to enter text. |

## Age Range

### What group is this workshop intended for? (check all that apply)

|  |  |
| --- | --- |
| Adults | Teens: ages \_\_\_\_\_-- \_\_\_\_\_ |
| Kids: ages \_\_\_\_\_-- \_\_\_\_\_ | Pre K (ages 4-5) |

## Image for Website and Promotion

Please provide us with an image relevant to your workshop that we may use for the website listing and promotional materials. High resolution images of 1MB or higher preferred.



## Term

### During which term(s) would you like to teach? (check all that apply)

|  |  |
| --- | --- |
| Winter (Jan - Mar) | Spring (Apr - Jun) |
| Summer (Jul - Aug) | Fall (Sep - Dec) |

## Workshop sessions

Workshops may run one or two days, generally on Sundays (some weekday after-school hours are available for Kids and Teen workshops). For two-day workshops, you have the option of running for two Sundays, or Saturday & Sunday (studio availability permitting).

Please indicate your workshop session preference:

|  |  |
| --- | --- |
| one day - Sunday | one day – weekday (Kids & Teens only) |
| two Sundays | two days – Saturday & Sunday |

Most Kids & Teens workshops run in 2 hours blocks and Adult workshops in 6 hour blocks. Please indicate your workshop length preference:

|  |  |
| --- | --- |
| 2 hours (Kids & Teens 1 day) | 6 hours (Adults 1 day) |
| 4 hours (Kids & Teens 2 days) | 12 hours (Adults 2 days) |
| other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

Please indicate any date(s) you are NOT available to teach your workshop:

|  |
| --- |
| Click here to enter text. |

## Workshop Supply Requirements

### Generally, adults are expected to bring their own supplies (the Art Center provides all supplies for Teens, Kids and Pre K workshops). For workshops intended as an introduction to a medium, the Art Center may provide supplies for the students. Also, if there are items required that would be difficult for students to get, or that are intended to stay at the Art Center as permanent equipment or be communally used by the whole class, we can purchase them for you. For items supplied by the Art Center, a materials fee will be attached to your class. Please contact the Studio School if you have any questions regarding what on site equipment may be available for use.

### **PLEASE BE SPECIFIC WITH YOUR LIST OF SUPPLIES** (item name, quantity per student, size, color, etc.) For items provided by the Art Center, we reserve the right replace them with an equivalent substitute as needed.

### List of supplies for students to bring to workshop:

|  |
| --- |
| Click here to enter text. |

### List of supplies to be provided by the Art Center:

|  |
| --- |
| Click here to enter text. |

## Model Requirements

Do you require a model for your workshop?

|  |  |
| --- | --- |
| YES | NO |

If yes, for how many sessions?

|  |  |
| --- | --- |
| one session | two sessions |
| What type of model do you need? |  |
| life | clothed/portrait |

Please indicate model preferences

|  |  |
| --- | --- |
| female | male |
| either | alternate (if multiple sessions with model) |

## Mentor Program Availability

The mentor program is designed for students seeking individualized, one-on-one instruction. They may be looking for advanced instruction, a jump-start on exploring something new, or professional advice on a specific project. The mentor program sessions are purchased in 3-hour blocks, which can be used as a single session or divided into multiple sessions as determined by the student and instructor, ensuring a fit into your schedule. There is no limit to the number of mentor program sessions students may schedule.

Mentoring is available for adult and teen students in all media.

Please indicate whether you are interested in being available for teaching mentor sessions.

|  |  |
| --- | --- |
| YES | NO |

If yes, please indicate what ages you are interesting in mentoring. Check all that apply.

|  |  |
| --- | --- |
| adults | teens |

Please list all media and subjects you are interested for mentoring:

|  |
| --- |
| Click here to enter text. |

## OFFICE USE ONLY

|  |  |
| --- | --- |
| accepted | rejected |
| maybe |  |

Notes:

|  |
| --- |
| Click here to enter text. |

Emailed on: Click here to enter text. By: Click here to enter text.