

NEW CLASS PROPOSAL FORM

Artists interested in teaching at Saratoga Arts must complete a New Class Proposal Form. Once this form and all other required materials are submitted Saratoga Arts staff will contact you to set up a meeting to discuss your proposal. Send to Kate Morse, kmorse@saratoga-arts.org or to Saratoga Arts, attn Kate Morse, 320 Broadway, Saratoga Springs NY 12866

Don't forget to attach -

1. Proposal Form
2. Resume
3. List of 3 references

NAME		
ADDRESS		
CITY -	STATE -	ZIP -
HOME PHONE -	CELL -	
E-MAIL ADDRESS		
ARE YOU A MEMBER OF SARATOGA ARTS -		

PROPOSED CLASS - (PLEASE INCLUDE SEASON(S) & TIME)
1
2
3

PREFERRED DAY OF THE WEEK
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

TYPE OF CLASS PROPOSED
Adult Class
Children's Class
Master Class
Mini - Class
Workshop
Summer Camp

TARGET AUDIENCE
Adults
Young Adults
Children
Other
Beginners
Intermediate
Advanced
All levels

CLASS SEASON
Spring
Summer - Camp
Summer - Classes
Fall
Winter

CLASSROOM NEEDS -

MINIMUM ENROLLMENT -
MAXIMUM ENROLLMENT -

EXPECTED SUPPLY COST FOR STUDENTS -
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DO YOU NEED A MODEL -

SIGNATURE -	DATE SUBMITTED -
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CLASS PROPOSAL WORKSHEET

A strong class proposal will include the following information

- Class/Workshop Title
- The total number of instruction hours
- What learning level the class/workshop is designed for (i.e., beginners, intermediate, or advanced students). Your proposal should also indicate any prerequisites for classes/workshops designed for upper level students.
- What target audience the class/workshop is designed for
- What materials students will need to supply
- A short description of the class/workshop including the focus, what skills and/or knowledge will be gained and what techniques and/or methods will be taught

Sample Class Proposals:

Title: Introduction to Sculpture

Instruction Hours: 12

Level: Beginners

Target Audience: Adults, ages 15 and up

Supplies: Teacher will provide at cost of \$15 per student – students may be asked to provide other materials as needed.

Introduction to Sculpture is a beginning exploration of basic methods and materials as well as fundamental principles of sculpture. In this 6-week class, students will work with simple, accessible materials like plaster and wire on a modest scale. Students will become familiar with a variety of construction techniques including armature building, additive and subtractive approaches and more. Emphasis will be placed on learning processes and exploring possibilities, not on creating “masterpieces.”

Title: Drawing with the Live Nude

Instruction Hours: 16

Level: All Levels

Target Audience: Adults, ages 15 and up

Supplies: 18x24 drawing pad, 4 bright colored pastels, medium/hard vine charcoal, chamois, sharpening block, kneaded eraser, knitting needle (long)

Artist and teacher James D’Andrea will offer participants 16 hours of instruction and work with a live nude. Students will gain a better understanding of drawing strategies and will see improved confidence and sensitivity to aesthetics in their work. The class will focus on handling materials, observational skills, the understanding of anatomy and overall drawing proficiency. This class is an excellent opportunity for high school students hoping to build and strengthen their portfolios.

SUPPLY REQUEST FORM

Artists interested in teaching should submit this form at least two weeks prior to the scheduled date of a class or workshop to ensure that the materials you requested will be available.

NAME
CLASS / WORKSHOP TITLE -
DATE OF CLASS / WORKSHOP -
TIME OF CLASS / WORKSHOP-
DATE MATERIALS ARE NEEDED -
DATE FORM SUBMITTED -

MATERIALS REQUESTED	TOTAL NEEDED

received -

ordered -

notified -

STUDENT NOTIFICATION FORM

This form should be used when you have to notify students of date changes, change in meeting times, additional supplies needed, change in location, etc. This form should be submitted to the Education Director at least one week prior to when you would like your students notified

MESSAGE -

NAME -
CLASS / WORKSHOP -

	RECEIVED
	CALLS MADE

DATE STUDENTS NEED TO BE NOTIFIED BY -

DATE OF CLASS OR WORKSHOP -

DATE SUBMITTED -