

Class Proposal

STEP 2: Please complete one form for each class.

TOJ USE ONLY

| | | | |
|--------------------------|---------|--------------------------|---------------------|
| <input type="checkbox"/> | TV 18 | <input type="checkbox"/> | EMAIL BLAST/TWITTER |
| <input type="checkbox"/> | WEBSITE | <input type="checkbox"/> | ONLINE CALENDAR |

Instructor Name: _____

Home # _____ Work # _____

Fax # _____ Cell # _____

E-Mail _____

Can potential students call you directly? _____

Can we list your phone number in publications? _____

If so, what is the best number for them to call? _____

Check sessions you would like to offer class.

| | | | |
|--------------------------|-----------------|--------------------------|--------|
| <input type="checkbox"/> | All Sessions | <input type="checkbox"/> | Fall |
| <input type="checkbox"/> | Holiday Seminar | <input type="checkbox"/> | Winter |
| <input type="checkbox"/> | Ongoing Class | <input type="checkbox"/> | Spring |
| | | <input type="checkbox"/> | Summer |

Preferred Contact Method:

(Please Check at Least One)

E-Mail _____ Cell # _____

Home #: _____ Text # _____

Detailed Class Requirements (Example)

| | | |
|---|-------------|---|
| Proposed Class Title (For Publication): | Adult Art | |
| Target Age of Class: | 18+ yrs | |
| Suggested Price of Class (70/30%): | (\$45-\$55) | |
| Class Duration: | (1 Hour) | |
| Proposed Class Time: | 7-8 PM | |
| How Much Set Up Time Do You Need? | 30 mins | |
| How Much Clean Up Time Do You Need? | 15 mins | |
| Number of Weeks to Offer Class: | (9 weeks) | |
| Facility/Room Needs: | (Art Rm) | |
| How Many Times per Week to Offer Class: | 1 | |
| Proposed Day(s) of Week to Offer Class: | Tue | Circle Which Applies: Mon Tue Wed Thu Fri Sat |
| Minimum/Maximum Class Size: | (8/15) | |

Class Description for Publication: (Please Print Clearly)

Please give a detailed list and approximate cost of supplies/equipment that will be needed for this class. (i.e., books, paint, clay, brushes, food, etc.) Will this cost be paid by the Town or Participant?
