

Dorchester Center for the Arts New Class/Workshop Proposal Checklist

Needs from Potential Instructors:

- **Class description** – A short blurb about what students can expect from the class.
- **Dates and times** – What day do you want to have the class/workshop? What hour?
- **Instructor compensation** – What the instructor expects to be paid for services.
 - o Either a per student rate, per hour rate, or a per class rate.
 - DCA takes into consideration instructor's compensation, material costs, past rates for similar classes, etc. when determining a registration fee for a class. We will determine the class fee for students; YOU tell us what you want to be paid for your services.
- **Class size** – How many students (minimum and maximum) do you want in the class?
- **Materials list** - What you want students to bring to class, or what DCA needs to provide for students
 - o We typically distribute materials lists to registrants. We need to have them ahead of time so that the front desk is prepared to distribute.
- **Materials fee** - Typically payable to the instructor, what YOU will provide to students, such as use of your tools, or a specific medium that you can provide more readily than students or DCA.
- **Any other specifics that need to be addressed** – A few instructors want their students to do a little “homework” before the class, or want to share a detail that isn't something we want to publish in a public fashion (such as an instructor's email address). If there is something specific you need to better prepare for class, we need to be aware of these details. We may or may not be able to meet all requests, but we try to do so to the best of our ability.
- **Bio** – Artist bio or artist statement (for publicity. We want to promote You!)
 - o Artist photo (headshot or with artwork)
- **Images of work**
 - o Ideally we want images that reflect what you will be teaching (i.e. if you are teaching portrait painting, we would like a sample of your portraiture, rather than a landscape or some other medium/subject). We would also prefer something relatively current.
 - o Images need to be JPGs of high resolution (preferably around 1 MB) for printing/marketing purposes.
 - o Details such as Title of work, Size of actual work, Date of work, etc. are also helpful to insure we represent you the best.

- **Contact information** – Also indicate which form of communication is your preferred/most reliable method to reach you?
 - o Phone
 - o Email
 - o Mailing Address
 - o Website (if applicable)

Once all of these details are finalized and your proposal has been accepted, a contract will be emailed or mailed to you.

If you have any questions please contact Katie Ellis, Visual Arts Coordinator, at 410-228-7782 or khurley@dorchesterarts.org

Thank you for your interest in the Dorchester Center for the Arts!