



Nicholas A. Colasanto Center
 2704 Mount Vernon Avenue
 Alexandria, Virginia 22301
 703.838.4827
www.TheDelRayArtisans.org

Workshop Proposal Form

The Del Ray Artisans provides continuing educational opportunities for member and non-member artists through workshops, classes and other educational programs. In order to host a workshop, class or other program of instruction, information is needed for planning and execution. Please complete the following form and return to the address below for consideration by the Del Ray Artisans OR complete the form on the DRA website, www.TheDelRayArtisans.org.

Proposed Title:	
Description/Objectives:	
<ul style="list-style-type: none"> What topics/skills will the instruction cover? 	
<ul style="list-style-type: none"> What can the students expect to learn or gain from participation? 	
<ul style="list-style-type: none"> What types of activities will occur during the session (e.g., lecture, demonstration, hands-on, etc.) 	
Instructor's Contact Info	
<ul style="list-style-type: none"> Name 	
<ul style="list-style-type: none"> Phone 	
<ul style="list-style-type: none"> E-mail address 	
Proposed Fee per Student and Related Assumptions:	
<p>Materials and Supplies: DRA <u>does not provide</u> supplies or materials for workshops/classes;</p> <p>Donation to DRA: It is customary for instructors make a donation back to DRA. Like other sales at DRA, this is usually 20% of registration fee total but is negotiable depending on the nature or other benefits of this workshop.</p>	
<ul style="list-style-type: none"> Per Student Participation and Supplies Fee (if all supplies and materials will be <u>provided by the instructor</u>) 	
<ul style="list-style-type: none"> Per Student Participation <u>ONLY</u> Fee (students bring their own supplies and materials based on a <u>supply list provided in advance by the instructor</u>) 	
Structure/Requirements:	
<ul style="list-style-type: none"> Duration of each session (hours) 	
<ul style="list-style-type: none"> Number of sessions that constitute the workshop/class/program 	



• Minimum # of students/participants	
• Maximum # of students/participants	
• Is this limited to DRA members only?	
• Are drop-ins acceptable?	
• Proposed date (choice #1)	
• Proposed date (choice #2)	
• Proposed date (choice #3)	
• How many days prior to the workshop/class does the minimum enrollment need to be achieved?	
Additional Comments or Explanation:	

Proposal Review Process: The DRA Programs committee meets monthly to discuss and review current and planned programs. We will review your proposal and consult the DRA Master Calendar in an effort to accommodate your chosen date(s). We then present your proposal at the next scheduled DRA Board Meeting. DRA reserves the right to increase the registration fee for non-members and/or to be in better alignment with the market. Once a decision has been made, you will be contacted and provided the details regarding your proposal.

Event Promotion: All workshops, classes and other programs are advertised in the DRA monthly newsletter, The Well Crafted Word and on the DRA website. Registration and payment is processed on-line. When participation is available to DRA members and the general public, announcements are distributed to local and regional print and electronic media.

Building Information: In conducting your class or workshop in the DRA gallery, here is some information you may find helpful.

- The programs coordinator assigned to your project will be present to unlock the building and assist with setup for your class/workshop. The coordinator will also be available to lock up at the close of the session.
- Tables and folding chairs are available for your use. A sink is available in the kitchen for water, rinsing out paint/other containers, washing up, etc.
- Restrooms are available.
- Street parking is available along Mount Vernon Avenue as well as nearby neighboring streets. **Do not park in the bank parking lot across the street** from DRA as they will tow cars that are not bank customers.

Please return this completed form to:
 Del Ray Artisans
 Attn: DRA Programs
 Nicholas A. Colasanto Center
 2704 Mount Vernon Avenue
 Alexandria, VA 22301

