

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 form below and email it to Programs@TheDelRayArtisans.org.

Show Curators: Follow procedures outlined in “**Preparing Your Integrated Communications Packet**” (www.TheDelRayArtisans.org/calendar/events.html); email copy to Programs@TheDelRayArtisans.org and Curating@TheDelRayArtisans.org

All Other Applicants: Email the completed **Workshop Proposal Form** to Programs@TheDelRayArtisans.org **THREE MONTHS** in advance of the workshop.

Provide the following information:

- Check here for **Members Only** workshop
- Check here for **Members and Nonmembers** workshop

1. Workshop Proposed Title:

2. Workshop Description in 75 words or less - Examples at www.TheDelRayArtisans.org/eblast

3. Workshop Details:

- What topics/skills will the instruction cover?
- What can students expect to learn or gain from participation?
- What types of activities will occur during the session (e.g., lecture, demonstration, hands-on, etc.)

4. Instructor Contact Information:

- Name
- Phone number(s)
- Email address(es)

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5. Proposed Fee per Student and Related Assumptions:

- Materials and Supplies: DRA does not provide supplies or materials for workshops/classes.
- Donation to DRA: It is customary for instructors to make a donation back to DRA. Like other sales at DRA, this is usually **30%** of registration fee total but is negotiable depending on the nature or other benefits of this workshop.

- Per Student Participation and Supplies Fee Members \$_____ Non-Members \$_____
(If all supplies and materials will be provided by the instructor)
- Per Student Participation ONLY Fee Members \$_____ Non-Members \$_____
(If students bring their own supplies and materials based on a supply list provided in advance by the instructor)

6. Structure Requirements:

- Duration of each session (hours) _____
- Number of sessions that constitute the workshop/class/program _____
- Minimum # of students/participants _____
- Maximum # of students/participants _____
- Is this limited to DRA members only? **Yes** _____ **No** _____
NOTE: Members-only workshops are not required to provide a Communications Packet.
- Are drop-ins acceptable? **Yes** _____ **No** _____
- Proposed date (choice #1) _____ start time _____ finish time _____
- Proposed date (choice #2) _____ start time _____ finish time _____
- Proposed date (choice #3) _____ start time _____ finish time _____
- How many days prior to the workshop/class does the minimum enrollment need to be achieved? _____

Additional Comments:

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EVENT PROMOTION

All workshops, classes and other programs are advertised in the DRA monthly newsletter (*The Well Crafted Word*), on the DRA website, and in electronic e-blasts. **Registration and payment is processed online.** When participation is available to DRA members and the general public, announcements are distributed to local and regional print and electronic media. Please consult “**Preparing Your Integrated Communications Packet**” (www.TheDelRayArtisans.org/calendar/events.html) for additional information.

NOTE: *Members-only workshops do not need to provide Communications Packet promotion information.*

MEMBERS ONLY WORKSHOPS

Members-only workshops are not required to provide Communications Packet; however, we do need a description of the workshop for the DRA web site and eblast. Please provide:

Workshop description for the DRA web site:

Be as descriptive as possible. This is often times the only information potential participants see on the workshop before deciding to sign up.

Workshop advertisement for the DRA eblast — 75 words or less:

For examples, visit www.TheDelRayArtisans.org/eblast

WORKSHOPS REQUIRING REGISTRATION

Workshop registration is online. After the participant reads the description (either the press release from the Communications Packet or the “Workshop description for the DRA web site” above) and completes the registration form, they are presented with a “Thank you for signing up” screen including a reminder to bring whatever items are necessary for the workshop and contact information for the workshop coordinator.

“Thank you, reminder, and coordinator contact info” text for participants:

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PROPOSAL REVIEW PROCESS

The DRA Programs Director will coordinate with the other DRA board members to review and approve your proposal in a timely manner. We will consult the DRA Master Calendar in an effort to accommodate your chosen date(s). The Programs Director or designee will notify you regarding the status of your proposal as soon as possible. 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, the DRA Programs Director will contact you.

BUILDING INFORMATION

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

- The Programs Director or designee will be present to unlock the building and assist with setup for your class/workshop, and may 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, Commonwealth Ave and other neighboring streets. **Do not park in the bank parking lot across the street!** Your car will be towed!

Please return this completed form electronically to Programs@TheDelRayArtisans.org, and, if you are the show curator, also Curating@TheDelRayArtisans.org.

If you prefer, you may drop the form off at the gallery or mail the completed form to:

Del Ray Artisans
Attn: DRA Programs
Nicholas A. Colasanto Center
2704 Mount Vernon Avenue
Alexandria, VA 22301

For Administrative Use Only:

Completed Form Approved by Programs Director and Coordinated with Board Members _____

Supported in part by:



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