



Request to Hold a Non-Instructional Program

Any member of Harford Artists' Association, Inc. who would like to use the Multi-Purpose Room (MPR) in the Gallery for the purpose of getting together with other artists for non-instructional, art related events may do so. The idea of working on your own projects with a group of fellow artists, or having a "Salon" environment where artists get together to discuss their work or art in general, is encouraged. However, since all activities in the Gallery must be scheduled to avoid overlap, please fill out the request below and submit it to the Workshop Chair at least five weeks prior to the event. Ongoing monthly or weekly events will be considered. It is assumed that all Non-Instructional Workshops will be free to members and that no individual is charging or receiving a fee for the event. The member requesting the gathering will be the one responsible for setting up the area prior to the session and responsible for leaving the area as they found it. These events should be limited to no more than *eight people*.

As with other workshops/programs, non-instructional gatherings will be assigned a course number by the Workshop/Program Chair for purposes of scheduling. Organizer will be notified of acceptance of program and program date and be assigned a course number *before* they can notify and advertise the program.

All advertising and flyers for the program will be the responsibility of the organizer, including designing and printing. Advertising may be submitted to Harford Artists' Association for social media publication.

Unlike other workshops, the member who is "hosting" the event will be in charge of registration and making sure that no more than eight members are in any given session. Using your email for responses is suggested.

Harford Artists' Association Request for Non-Instructional Gathering

Date submitted: _____

Name of HAA Member Organizer: _____

Email: _____ Phone: _____

Event Name: _____

Requested Date of Program: _____ Alternate Date: _____

Requested Time of Program: _____ Alternate Time: _____

Maximum Number of Students: 8 HAA Members

No materials or supplies needed.

Participants must supply materials and/or tools to include _____