



Request to Hold a Workshop or Program

In-house workshops/programs may be offered throughout the year and may touch on a cross-section of techniques, mediums and interests. *Workshops* are considered any hands-on activity, whereas *Programs* consist of demos or lectures. Workshops or Programs offered may be geared to HAA members, community members, adults, children or any combination thereof. Workshops or Programs may or may not be for pay.

There are three types of workshops:

1. Workshops that have 10 or fewer students that can use the multi-purpose room without moving walls.
2. Workshops that have between 11-20 students that can use the multi-purpose room but need to move walls.
3. Workshops that have more than 20 students that will be held outside of the gallery and require renting a space and/or paying an instructor. The Workshop or Program coordinator will be responsible for contacting instructors and rental space and will coordinate with the Workshop Chair and/or HAA Board before committing.

HAA Members are invited to submit a request to host a program or workshop, keeping in mind the above three types of class sizes. Interested instructors should submit the program/workshop application to the Programs & Workshop Committee or Chair no less than **five weeks prior** to the desired workshop/program date.

Instructors are responsible for setting up the area prior to the session and responsible for leaving the area as they found it. The HAA charges for workshops are 10% of the total registration fees of Workshops or Programs held at the Gallery. Instructors set the registration fee that must include the 10% fee payable to HAA.

All workshops submitted must clearly state what materials and/or tools are required for the class and whether or not the materials and/or tools for class must be purchased by participants or whether they will be provided by instructor. Instructor MUST include applicable information on all announcements of workshop regarding materials as stated below:

- A. *Level of Instruction - beginner, intermediate, advanced.***
- B. *Instructor will provide materials and/or tools for the workshop and clearly state what they are.***
- C. *There are additional fees for materials and/or tools that will be provided at workshop and clearly state what they are.***
- D. *Materials and/or tools will be available for purchase at the class and clearly state what they are.***

All workshops/programs will be assigned a course number by the Workshop/Program Chair.

Instructor will be notified of acceptance of workshop and workshop date and be assigned a workshop course number **before** they can notify and advertise the workshop.

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

All registrations will be mailed to the Gallery and all payments made to Harford Artists' Association. Harford Artists' Association will collect all registrations and pay instructor total collected minus 10%.

Harford Artists' Association Instructor's Request for Workshop/Program Form

Date submitted: _____

Name of HAA Member Instructor: _____

Email: _____ Phone: _____

Members Only Workshop with no cost or fees

Fee Based Workshop/Program

Workshop Name: _____

Instruction Level: Beginner Intermediate Advanced

Requested Date of Workshop: _____ Alternate Date: _____

Requested Time of Workshop: _____ Alternate Time: _____

Maximum Number of Students: _____

Workshop with 10 or fewer students.

Workshop with between 11-20 students.

Workshops with more than 20 students held outside of the gallery

Charge for class (include 10% HAA Fee):

Member Fee: _____

Non-Member Fee: _____

Includes all material supplies/tools.

Participants must supply materials and/or tools.

Material supplies/tools will be charged additional fee or will be available for purchase.