



## Adult Workshop Proposal

Name:

Email:

Phone:

Address:

City, State, Zip:

Workshop Title: (Consider a simple title that will pique the reader's interest)

Workshop Description—2-3 sentences: (Be sure to include the workshop goals, a list of skills learned, and what will be accomplished.)

Outcomes: (Please provide at least three outcomes. Examples:

- To learn 5 new embroidery stitches
- To make a custom tote bag from start to finish
- To learn how material choices impact texture and structure)

Evaluation: (How will you evaluate your own teaching success to improve on future workshops?)

Schedule: (Describe the number of teaching hours and general format of the workshop. For example, the workshop will be 2 evenings for 3 hours each.)

Classroom & Equipment: (Include what facilities and workspace is needed. For example, dye lab and one classroom space, tables, chairs, LCD projector, extension cords, ironing boards, etc. Please let us know what tools or equipment you will bring with you.)

Materials fee, per student: (Students pay this directly to the instructor for supplies provided. You must provide a list of supplies that are included in this fee so we can let students know.)

List of supplies: (These are materials students will be required to bring.)

*Preferred class size:* (Textile Center sets its maximum students per class at 8-12 to ensure teaching excellence. Classes involving the dye lab are set at 10 due to space constraints, unless you are willing to make an exception. Final class size is determined by Textile Center, in discussion with you. Some classes can handle up to 18 students.)

Minimum age of students: (i.e. 16 and up, adult only. Classes are for adults, and due to liability restrictions, we generally cannot allow anyone under 18.)

Are there any physical considerations for students? (Lifting, kneeling, standing for long periods, etc.) Or special instructions? (Hair must be tied back, wear clothes that can get dirty, etc.)

Describe skills or prerequisite knowledge needed and the appropriate class level. We now include these as guidelines in your class description. (i.e. beginning, advanced, no experience necessary, etc.)

Days/Times you are available to teach this class: (Please note: evening classes require instructors to lock up the facility after class, and staff support is often not available after 5PM. Staff is not available to open the facility until 9:30 am on Saturdays. We are closed on Sunday, with the exception of multi-day classes if the instructor has agreed to open and close the building as part of their contract.)

**About You:**

- Biography (required- 3-5 sentences that relate to your teaching skills and expertise in textiles and fiber)
- Headshot (preferred, minimum 750x750 pixels, total file size no larger than 2MB)
- Website or other online media (if available)

Images Files: Include 2-3 photos that represent the projects/techniques you will be doing in the workshop. Minimum 750x750 pixels, total file size no larger than 2MB.

**Additional information:**

- Instructor Compensation- Textile Center pays a base rate of \$35 per teaching contact hour, with bonus paid for reaching enrollment targets, per the current Instructor Policy document.
- Instructors are independent contractors of Textile Center.
- Class prices and minimum enrollment are set by Textile Center.

You will be contacted regarding the status of your submission, generally within 3 weeks of submission.

**How to submit**

Use this Workshop Proposal, in WORD, to type in the required information and attach images as separate documents (preferred), or insert them at the end of this document. Please title your attachments with your last name and name of the class so we can easily know whose proposal they belong to, i.e. Loudon Intro to Felt

Email your final submission to Lisa Loudon:

([lloudon@textilecentermn.org](mailto:lloudon@textilecentermn.org)).