

**Adult Workshop Proposal**

**To simplify our process, all applications must be submitted in the format below. Type over the red text, please.**

Name:

Email:

Phone:

Address:

City, State, Zip:

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

Workshop Description—3-4 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. Multiday classes require specific activity that necessitates a week between classes. This must be described here—otherwise, we schedule classes as a 4-6 hour class.)

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. You must provide a vendor suggestion for supplies that are not commonplace.)

*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 8 due to space constraints. Final class size is determined by Textile Center, in discussion with you.)

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 5:00PM. Staff are not available to open the facility until 10:30 am on Saturdays. We are closed on Sunday and Monday, with the exception of multi-day classes if the instructor has been given permission 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)
* Preferred Pronouns
* 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.
* If you are new to Textile Center, please submit a resume or brief list of accomplishments detailing other adult classes in fiber arts that you have taught.
* **APPLICATIONS without photos will not be considered.**

**Additional information:**

* Instructor Compensation - Textile Center pays a base rate of $35 per teaching contact hour, with bonus of $5/hour for 8-9 students, and $10/hr. for 10-11 students and $15 hour for 12 or more students.
* 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 do not send a PDF.
* Title your attachments with your last name and name of the class, so we easily know whose proposal they belong to, i.e.: Smith Intro to Felt
* Email your final submission to [tkrumm@textilecentermn.org](mailto:tkrumm@textilecentermn.org)