2021 Del Ray Artisans Program/Workshop Proposal Form

Del Ray Artisans (DRA) provides continuing educational opportunities for members and non-members through workshops, classes, art instruction and other informational 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.

* Required

1. Email *

_____

Proposal

2. Instructor Contact Information: Name *

_____

3. Instructor Contact Information: Phone number *

_____

4. Instructor Contact Information: Mailing Address (for payment to be mailed to following class being held) *

_____

Program information

Tell us about your program. What should participants expect? How much does it cost to register? Etc.

5. Is this program for Members Only? *

    Mark only one oval.

    ( ) Yes, It is a Members Only workshop/program

    ( ) No, it is for Members and Non-members

6. Is this program for the 2021 "Creative Summer Programs" from June–August? *

    Mark only one oval.

    ( ) Yes

    ( ) No

7. Is this program being submitted by a show curator, or for a specific show? *

    Mark only one oval.

    ( ) Yes

    ( ) No

8. Proposed Program Title *

    _____

9. Program Description (75 words or less) *

    _____

    _____

    _____

    _____

    _____

10. Program Details: What topic/skills will the program cover? What can participants expect to learn/gain from program? *

_____

_____

_____

_____

_____

11. Program Details: What types of activities will occur during the program? (select all that apply) *

Check all that apply.

☐ Lecture
☐ Demonstration
☐ Hands-on activity
☐ Family-friendly event - suitable for children under 12
Other: ☐ _____

12. Proposed instruction fee per student (if free, enter dollar amount 0). Supplies fee (if applicable) is separate. It is customary for instructors to donate 30% of the instruction fee to DRA. Please discuss with the Programs Director if you have questions. *

_____

13. I agree to a (tax-deductible) 30% donation to Del Ray Artisans that will be automatically deducted from the amount I receive for the instruction fee *

Mark only one oval.

◯ Yes
◯ No
◯ Other: _____

14. Proposed supplies fee per student (if none, enter dollar amount 0). DRA does NOT provide supplies or materials for programs. Supply fees are reimbursed 100% to instructor. *

_____

15. If there is a supply list for program, please upload a file or include as plain text in the next question.

Files submitted:

16. Additional notes on supplies (such as "students may pay the fee or bring their own supplies" or "all supplies are included in the supplies fee")

_____

_____

_____

_____

_____

Structure Requirements
Please tell us what dates, times, etc. that work best for your program.

17. Structure Requirements: How long is/are session(s)? (For planning purposes, we usually allow for 30-60 minutes before and after program to set up/break down) *

_____

18. Structure Requirements: Number of sessions for program *

_____

19.   Structure Requirements: Minimum # of participants for program to be held *

_____

20.   Structure Requirements: Maximum # of participants *

_____

_____

_____

_____

_____

21.   * Please check Del Ray Artisans Calendar at www.DelRayArtisans.org/calendar before proposing date(s) to avoid scheduling conflicts * Proposed date (choice #1) *

_____

Example: January 7, 2019

22.   Proposed time (choice #1) *

_____

Example: 8:30 AM

23.   Proposed date (choice #2)

_____

Example: January 7, 2019

24.   Proposed time (choice #2)

_____

Example: 8:30 AM

25. Proposed date (choice #3)

_____

Example: January 7, 2019

26. Proposed time (choice #3)

_____

Example: 8:30 AM

27. Structure Requirements: How many days prior to the program does the minimum enrollment need to be achieved? *

Mark only one oval.

◯ 1 day

◯ 2 days

◯ 3 days (typical)

◯ 5 days

◯ 1 week

◯ Other: _____

28. Structure Requirements: If minimum enrollment is achieved, are drop-ins acceptable on day of program? *

Mark only one oval.

◯ Yes

◯ No

29.   Structure Requirements: Additional Comments:

_____

_____

_____

_____

_____

Event Promotion

All programs are advertised in the DRA monthly newsletter, on the website and social media accounts. Announcements may also be distributed to local and regional print and electronic media.

If your program/workshop is scheduled, you will be asked provide 1-3 images to be used for advertising this program, workshop, or event. Images help encourage participation. You may include images with this form or wait to hear from the Programs Director.

Permission to reproduce the images attached for Del Ray Artisans publicity and archival purposes is automatically granted by the instructor as a requisite for submitting the proposal. Do not include any images that are not approved for Del Ray Artisans use. If you have any questions, please contact: Programs@DelRayArtisans.org

30.   Workshop description for Del Ray Artisans website (be as descriptive as possible. This may be the only information potential participants see on the program before deciding to sign up) *

_____

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_____

_____

_____

31.   Sample Image(s)

Files submitted:

Proposal Review Process

Del Ray Artisans Director of Programs will review your submission, and coordinate with office staff and/or board members in a timely manner. We will consult the DRA master calendar in an effort to accommodate your requested date(s). The Director of Programs will notify you regarding status of proposal as soon as possible, and may contact you with follow up questions. DRA reserves the right to increase registration fee for non-members and/or to be in better alignment with market rates.

Building Information

Here is some helpful information for conducting a program at the DRA gallery.
• Tables and folding chairs are available for your use. Please contact the program's director with specific questions about quantity, etc. at Programs@DelRayArtisans.org.
• There is a sink available in the kitchen for water, rinsing out paint and other containers and washing up
• Restrooms are available
• A microwave and refrigerator are available for long classes, where participants are encouraged to bring lunch
• Street parking is available along Mount Vernon Avenue, Commonwealth Ave and other neighboring streets. DO NOT park in bank lot across the street. They do tow.

Supported in part by: CITY OF ALEXANDRIA VIRGINIA · ALEXANDRIA COMMISSION FOR THE ARTS · VIRGINIA COMMISSION FOR THE ARTS · ART WORKS. arts.gov