

# **Art Workshop Proposal Form Art Year Round (AYR) Program Pacific Northwest Art School**

Thank you for your interest in offering an instructional workshop for the Art Year Round (AYR) Program. The application process is outlined in this form. All items must be completed and submitted **electronically** in order for your workshop proposal to be considered. Please submit one document for each proposed workshop.

Your proposed workshop should address the goals of the Art Year Round program:

- \* Create a welcoming place of belonging where local adult participants can explore a range of artistic and expressive activities while building community relationships.
- \* Provide affordable and by-donation workshops that meet the needs of our local community.
- \* Offer inclusive workshops for both experienced artists and those just beginning their expressive journey.
- \* Increase community awareness and support for the Pacific Northwest Art School through outreach to a broadening base of participants, art teachers, and local organizations.

Deadlines for submitting an art workshop proposal:

First Quarter (workshops in January, February, March)—due November 15

Second Quarter (workshops in April, May, June)—due February 15

Third Quarter (workshops in July, August, September)—due May 15

Fourth Quarter (workshops in October, November, December)—due August 15

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Name of Instructor:

Mailing Address of Instructor:

Telephone of Instructor:

Do you text?

Email of Instructor:

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Name of Proposed Workshop:

Workshop Description (100 words or less):

Include explanation of exactly what the participant will learn/create

Include how the proposed workshop will address the Art Year Round goals

Are you teaching this workshop elsewhere on Whidbey Island? If so, where and when?

Proposed Length of Workshop: (note-AYR workshops are designed to be between 1 and 3 hours in length):

Maximum number of participants:

Minimum number of participants will be 4. The workshop will be cancelled if there are less than 4 registrants.

Proposed dates and times of workshop (please provide two sets of dates/times for the proposed workshop):

A brief biography of your art and teaching experiences (100 words or less):

Attach example digital images of the proposed art project for the proposed workshop (images must be electronically submitted).

Attach a digital head shot of yourself (the image must be electronically submitted).

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Instructor/Facilitator Payment Information:

Please check one of the following:

1. \_\_\_\_\_ Volunteer instruction without pay. PNWAS will reimburse up to \$50 for supplies with submitted receipts. An in kind donation letter for volunteer teaching will be issued for tax deduction purposes.

2. \_\_\_\_\_ Request payment. Instructors will receive a total of \$24 per participant (60% of \$40 tuition fee) which includes materials and supplies. The instructor is responsible for purchasing and bringing all supplies.

You will be mailed payment following the completion of the workshop.

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Next Steps:

Once a workshop is approved, the PNWAS will do the following:

- arrange for an instructor contract to be signed.
- publicize workshop both on-line and through distribution of AYR quarterly flyers
- manage and complete all workshop registrations
- facilitate room set-up (as per instructor preferences)
- provide each instructor with a workshop 'host' who will assist in the workshop as needed (introductions, coffee/tea service, collect feedback forms, etc)

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Questions? Call 360-678-3396

Please submit the completed workshop proposal **electronically** to:  
[info@pacificnorthwestartschool.org](mailto:info@pacificnorthwestartschool.org)

Thank you for your Art Year Round (AYR) Workshop proposal and for your enthusiasm for the local arts!

PNWAS Art Year Round Program  
Pacific Northwest Art School  
15 NW Birch St. Coupeville, Wa, 98239

[www.pacificnorthwestartschool.org](http://www.pacificnorthwestartschool.org)

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