



## FRIENDS OF SHARON ART STUDIO INSTRUCTIONS FOR SUBMITTING A WORKSHOP PROPOSAL

These directions have been developed to guide you through the process of submitting a workshop proposal.

**(1) We are looking for instructors to offer an initial 3-12 hour workshop.** Please review a current Sharon Art Studio brochure or view our web site at [www.sharonartstudio.org](http://www.sharonartstudio.org). We are interested in new workshops that do not compete with what we are currently offering and broaden the scope of our course offerings.

**(2) Potential instructors should write a short course description and a brief but detailed course plan (one page or less).** The description should include information regarding what type of projects students will make as well as the minimum and maximum number of students that can take the class. Adult workshops can be 3-12 hours long, with workshops of more than 6 hours meeting over two consecutive weekends or days. Youth workshops are generally 1.5-2.5 hours per class meeting, and may meet over two or three consecutive weekends/days. Workshops generally meet Sundays between 10am-4:30pm. Some Saturday times are available.

FOSAS will establish appropriate class fees. Current policy for adult workshop base fees is \$12 per hour of instruction. Therefore, a 4-hour workshop would cost \$48, a 6-hour workshop \$72, a 12-hour workshop \$144, etc. All adult workshops also include an additional \$10 surcharge for FOSAS non-members.

Youth workshop fees are generally lower, and are determined by the FOSAS ED in consultation with the instructor. There is no non-member surcharge for youth workshops.

Materials fees are to be determined by the instructor with approval of the FOSAS ED. Fees should be as minimal as possible while reflecting actual materials costs.

**(3) Send or email class description, CV/resume, and photos or color images of the type of work that will be produced in class to [info@sharonartstudio.org](mailto:info@sharonartstudio.org) or:**

Friends of Sharon Art Studio  
1032 Irving Street #520  
San Francisco, CA 94122  
Attn: Executive Director

\*If you would like your photos/images returned to you, please include a self-addressed stamped envelope.

The payment structure for contractual instructors is as follows:

**Adult classes and workshops:**

Instructors receive 55% of the total base fees collected for the course.

**Youth classes:**

Instructors for youth courses receive 65% of the total course fees collected for course.

If you have further questions, please feel free to contact:

[info@sharonartstudio.org](mailto:info@sharonartstudio.org).