



117 W Front St, Buchanan, MI 49107  
 RotiRotiArtCenter.org  
 RotiRotiArtCenter@gmail.com  
 269-697-4005

## Class and Speaker/Presenter Proposal

Please submit a separate form for each class proposal to RotiRotiArtCenter@gmail.com Upon acceptance you will receive a contract with a final description (for publication) for your review. Instructors are required to fill out a W9 & will receive a 1099 form at the end of the year. **DEADLINE for Fall schedule is Friday, 8/11/2023.**

### Please indicate session:

Session 1\_January – mid-March\_\_\_\_\_ Session 2\_mid-March – May\_\_\_\_\_

Session 3\_June-August\_\_\_\_\_ Session 4\_September-December\_\_\_\_\_

Instructor Name: \_\_\_\_\_ Contact info: \_\_\_\_\_

Class Title/Subject: \_\_\_\_\_

Format: (single class – workshop - series – other) \_\_\_\_\_ Add'l info: \_\_\_\_\_

Date(s) requested for class: \_\_\_\_\_ Day(s) of Class: \_\_\_\_\_

Are you flexible with scheduling? Y/N \_\_\_\_\_ Alternative date(s) : \_\_\_\_\_

Number of times class will meet: \_\_\_\_\_ Duration of each class: \_\_\_\_\_ Total# of Class Hours: \_\_\_\_\_

Class time begins: \_\_\_\_\_ Class time ends: \_\_\_\_\_ Time needed for set-up: \_\_\_\_\_

How many days in advance is your registration cutoff? (default 2 days) \_\_\_\_\_

Age Range: \_\_\_\_\_ Minimum number of students: \_\_\_\_\_ Maximum number of students: \_\_\_\_\_

Set-up time needed in Classroom/Studio: \_\_\_\_\_ Clean-up time needed: \_\_\_\_\_

On-site storage needed?(note that storage space is limited) \_\_\_\_\_

Are you willing to be a key holder if class is outside of open hours? \_\_\_\_\_

### Supplies (check one)

- Supplies are included in class fee & provided by instructor/presenter \_\_\_\_\_
- Students are responsible for purchasing supplies(instructor to distribute list) \_\_\_\_\_
- Supplies are available for direct purchase(at cost) via instructor \_\_\_\_\_ Approx price \_\_\_\_\_

Any additional equipment, supplies, or arrangements instructor needs outside of regular studio set-up?

\_\_\_\_\_

Specific Space requested: Clay Studio\_\_\_\_\_ Art Studio\_\_\_\_\_ Fehlner Gallery\_\_\_\_\_

Your suggested price student pays for entire session(s): \_\_\_\_\_ (We can work with you on pricing.)

Instructor fee you are requesting: \_\_\_\_\_

Check all that apply: \_\_ Art Education \_\_ Creative Wellness \_\_ Craft Other:\_\_\_\_\_

**Class description** Attach additional document which includes 100 words or less, to be listed in printed brochure & posted on website. Also include a brief bio for website listing.

Recommended attire: \_\_\_\_\_

The Roti Roti Art Center of Buchanan (RRAC) open hours are Wed-Fri noon-6pm ET, Sat-Sun noon-4pm ET  
 Classes are often held outside of regular hours.