

ZOOM: Bullets For Class Proposal Completion : Spring 2024

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OR

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Introduction statement: zoom meeting is scheduled for two hours and will automatically shut off. This will be recorded. PLEASE mute your computer until Q & A.

- **Obtain Proposal:** Download Proposal from Art League of Fort Bend website to get proposal.
 - Click on Events and Classes then copy and paste to your WORD document.
 - If you do not have a computer, use Gallery computer in Conference Room.
 - Type in your information. ***Email completed form to: coldavisba@gmail.com***
 - Store in your computer or make yourself a copy. No hand written proposals will be accepted. **Notice, no lines for writing in.** Inside the empty parentheses are where you check or type in information.

- **Teacher Contact** is important for a potential student to have a way to communicate with you before signing up for a class.
 - Do you have a preference? Suggest your cell or email...**It is strongly suggested both to be available !!**
 - Complete all sections with your information
 - Reasons for STUDENT TO CONTACT instructor:
 - Materials list
 - Additional classroom/Offsite information: address, map info, payment preferences, max students

- **Spring Semester:** This semester starts January 15, Monday and ends May 17, Friday.

- **Description of class:** Writing the description of your class needs to spike the student's interest
 - **Title of Description:** The title is very important: It's the first introduction to your class. *IT/Webmaster* advises No more than 25 letters and spaces
 - **Give it a spark:** for instance: Basic Embroidery vs Threads Create Happiness
 - **Description of class:** *IT/WEBMASTER* advises this must be no more than 500 letters and spaces

- **Why a picture:** it can be called a sample picture; meaning doesn't need to be the exact object you will be creating
 - Most of your students will be very visual
 - Cartoon ofself, project...process
 - Great set up to make your own flyers to advertise your class
 - Here is a sample provided by Diane for your flyer (seen on Zoom recording)

- **OBJECTIVE:** The Objective of your class tells what the process of your class will be and what you want them learn, and be able to do at the end. **This information is for internal use and will not be in catalogue.**
 - This will help you plan your class, allow us to provide assistance

- **MATERIALS:** Remember, if you include the materials cost in your class fee it will be subject to the 10% cost at POS : abbr means—Point of Sale
 - If separate not part of 10%
 - Students will be contacting teachers about materials needed.
 - Please have your materials list prepared to email to student

- **STUDENTS:** What age of students do you want to teach? What are you comfortable with? No experience to know, call Bobbie or Diane.....suggestions for thought are
 - adults: 18 and up;
 - school age children under 18;
 - or be specific of the ages you want in your class. I.e., elementary grades 3-5

- **LOCATION AND MAXIMUM SPACE AVAILABLE** : at the Gallery: ...conference room, education room, offsite
MAX LIMITS, you decide minimum limits, if any:
 - conference room--limited to 6 students
 - Education room...limited to 8 students
 - Offsite: could be a group, provide location information, plus doesn't have 10% taken out if you don't go through POS at Gallery.

- **START MONTH / START DATE:** Determine the month you want to start your class, then decide the day you would consider : ie 1st, 2nd 3rd choices. We will work real hard to use your first date.
- **CHOICE OF DAYS FOR CLASS:** Next what are the days you want to teach your class. Write days within parenthesis of 1st, 2nd, 3rd choice
 - Tuesday during 9-5 Education Room is never available but the Conference Room is available.
 - Remember you have 7 days each week you use, ie., Monday through Sunday.

- **SELECT TIME FOR CLASS:** these are time frames that your class fits in. Check time slot or indicate actual time of class that fits with time slot.
 - 9am-12pm, 1pm-3pm, 6pm-9p
 - All classrooms need to be in the condition you found them....this means clean up, furniture back to where it was, and rug swept, if needed
 - All classes are not to last longer than 6 weeks
 - You can list the class again a 2nd or 3rd time during the current catalogue by submitting a Class Proposal for each those the new dates and time frames. Such as: *beginner, intermediate, advance classes*. Or, the same single session class multiple times with just a change in dates and times.

- **COST/FEES:** What is your time worth? Always consider your audience you're trying to interest for cost. Remember 10% that will be deducted at point of sale. This should also be considered when deciding your cost/fee. Again, a reminder that you may want to keep your materials fee (if any) separate so the 10% at POS won't be taken out of it. Then, when student calls arrange how/when materials fee will be collected.

- **COMPLETED PROPOSAL:** Once you are satisfied SAVE in a folder in your computer for future reference then send via email.
 - **Email completed Proposal to: Bobbie Davis at** coldavisba@gmail.com
 - I will let you know I received

SPECIAL NOTES: **NOVEMBER 1ST, MIDNIGHT ----- SUBMISSIONS DEADLINE**

- We want you to get paid so if a student withdraws less than a week before your class starts they will forfeit class fee paid.
- Have a personal calendar to keep track of your classes. It will help you monitor sign ups, \$\$, and preparation time and to get supplies as necessary.....
- When student contacts you talk about your class, fees, materials, special arrangements you want student to know and understand, location address if offsite.
- ***Instructors are responsible for students to complete either before class or at the beginning of class FOR YOUR PROTECTION: This is a part of your download packet.***
 - ***Student Registration Form***
 - ***Art Class Safety Form***
- Keep your data in a folder for your classes on your computer for easy access . You may want to teach this class again and now you have it already prepared to use.
- We will do our best to honor your 1st choices.
- We will schedule around known events at the Gallery as necessary.
- Social manners apply when walking by another class: being quiet, un disruptive as possible
- **Generally** expect your payment for class to be the next month after the last day of your class. It will be in your folder at the reception desk. You will receive a notification letting you know it is available.
- Bullets will available on website.
- **Repeat: deadline: NOVEMBER 1ST, MIDNIGHT FOR SUBMISSIONS**

We are now open for Q & A.

The Zoom was recorded. You can access for a review as needed.