

Visual and Performing Arts Class Proposal

City of North Charleston Cultural Arts Department

P.O. Box 190016, North Charleston, SC 29419-9016

Phone: (843) 740-5854

E-mail: culturalart@northcharleston.org

Instructor: _____ Telephone: (H) _____ (W) _____

Address: _____

E-mail: _____

Class Title: _____

Age Group(s): _____ Children _____ Teen _____ Adult

Category: _____ Visual Arts _____ Media _____ Music _____ Theater _____ Dance _____ Literary

Session(s): _____ 1st Qtr (July-Sept.) _____ 2nd Qtr (Oct.-Dec.) _____ 3rd Qtr (Jan.-Mar.) _____ 4th Qtr (April-June)

Class Schedule: _____ Daily _____ Weekly _____ Bi-Weekly _____ Monthly _____ Bi-Monthly

Time: _____ Total # of classes: _____ List prep time if necessary: _____

Required Instructor's Fee for teaching the class (Cultural Arts Department retains 10%): _____

List maximum class size: _____ Minimum number of students to meet Required Instructor's Fee: _____

Any level of experience required for students? Y N If so, in what area? _____

Class Description: _____

What specific skills will the student learn in this class? _____

List equipment needed for class (tables, chairs, easels, ect.): _____

Will students need supplies for the class? _____ N _____ Y If yes, indicate all options for purchase and list supplies: _____

Supply list from Instructor _____ Included in class fee _____ Available for purchase through Instructor

Submit a Resume with the Class Proposal. If you do not have a Resume, a Resume Form can be downloaded at www.northcharleston.org, filled out, and submitted.

I understand that the North Charleston Cultural Arts Department will review class proposals and factors such as availability of space and equipment and class feasibility will be considered. I also understand that the Cultural Arts Department has the right to accept, defer, or reject this proposal. If accepted, this form will serve as a portion of the contract.

Instructor's Signature: _____ Date: _____

Class Proposals will be reviewed within two weeks of each session deadline. Details for classes need to be finalized by the following deadlines to maximize publicity in the Quarterly Program Guide:

June 1st for July/August/September

September 1st for October/November/December

December 1st for January/February/March

March 1st for April/May/June