

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: culturalarts@northcharleston.org

For Office Use Only
Correspondence Dates
Received: _____ or HD
Selection: Yes _____ No _____
Notification Ltr: _____
Contract: Out _____ In _____
Details Ltr: _____ or N/A
Thanks Ltr: _____

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

Address: _____

E-mail: _____ Website: _____

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

Class Title: _____

Class Description: _____

For Age Group(s): Children _____ Teen _____ Adult _____ Expertise level: _____

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

Class date(s) requested: _____ Total # of classes: _____

Set up Time begins: _____ Class Time: _____ to _____ Breakdown Time ends: _____

Required Instructor's Fee for teaching the class: _____
(Cultural Arts Department will retain 15% of fees).

To meet required Instructor's Fee, Minimum # of students: _____ Maximum # of students: _____

Do you have a list of potential students and if so, how many? _____ Describe how you will promote your class:

List equipment needed for class: Tables _____ Chairs _____ Easels _____ Other _____

Will students need supplies for this class? Yes _____ No _____ If yes, indicate options:

_____ Supplies will be provided by instructor and are included in class fee.

_____ Supplies are available to purchase from instructor for additional fee of: \$ _____

_____ Student brings own supplies from the following list: _____

Submit this Class Proposal and Resume (a resume form is available at www.northcharleston.org) to:

Mail: City of North Charleston
Cultural Arts Department
PO Box 190016
North Charleston, SC 29419-9016

In Person: North Charleston City Hall
Cultural Arts Department, 2nd Floor
2500 City Hall Lane
North Charleston, SC 29406

Fax: 843-529-2291
Email: scanned copy sent to
culturalarts@northcharleston.org

Class Proposals will be reviewed, selections made, and details finalized within two weeks of each quarter to maximize publicity in the Quarterly Program Guide:

May 20 for July/August/September
August 20 for October/November/December

November 20 for January/February/March
February 20 for April/May/June

I understand that the City of North Charleston Cultural Arts Department has the right to accept, defer, or reject any proposal based on availability of space, equipment, and class feasibility.

Instructor's Signature: _____

Date: _____