

Class / Workshop Proposal

Name

Address

City State Zip

Phone Email

Website

FORMAT (Mark with an X all that apply)

- Half-day (3 – 5 hours, usually on the weekend)
- Full-day (6 – 8 hours day, usually on the weekend)
- Full Weekend (Usually 6 hours per day, Saturday and Sunday)

What date(s) are you available?

TARGET AUDIENCE (Mark with an X all that apply)

- Adult
- Youth Age range:
- Special interest group (i.e. teachers) Please specify group:
- Book arts experience / skills preferred (is this an advanced class?)

If yes, list special skills:

CLASS TITLE:

Class description for website (150 - 300 words):

Shorter class description (75 words or less, for marketing and promotional materials):

Instructor bio (include website or other links):

TOOLS, MATERIALS & SUPPLIES

1. Provided by SCBA:

SCBA has general bookbinding tools and materials, including glue, needles, thread, decorative paper and book cloth, etc. that all classes are free to use. If you have special requests for tools or materials (i.e. paper or board) please request those items here:

2. Tools, materials and supplies provided by instructor:

Estimated cost / student for instructor-supplied materials
(used to calculate class tuition, not for reimbursement):

Note: Instructors fill out a reimbursement form for all materials used in class. If a receipt is provided, you will be reimbursed directly. If you use your own materials and a receipt is not available, you can declare a value of the materials and be reimbursed for those items.

3. Tools, materials, and supplies brought by the student:

SCBA has a general supply list that applies to most of our classes, and we expect students to bring their own tools. This list includes: Exacto with extra blades, cutting mat, bone folder, metal ruler, scissors, glue brush, pencil and pen, awl, and triangle.

Additional tools, materials and supplies students will be expected to bring with them (or items from the list that are not required):

CLASS PREP TIME

SCBA builds in one hour of paid prep time into each class / workshop. Additional prep time can be paid, and will be factored into the tuition cost of the class, which may affect enrollment.

Additional prep time requested (hours):

ADDITIONAL ITEMS

- Please provide up to 5 images relating to the class (to be used in the consideration of the class as well as marketing and promotional materials) in the form of digital files (200 – 300 dpi jpg)
- Please attach a brief synopsis of the syllabus, (ie: Day 1, Day 2, etc.) and any relevant handouts, etc.

Additional comments / questions:

SCBA TEACHER POLICIES

- Teachers are paid \$40 / hr for instruction time, \$20 / hr for prep time
- Classes that are co-taught split the instruction pay between the teachers.
- We have limited resources, but please inquire about travel stipends or lodging if you are applying from out of town.

Please return this form to: programming@seattlebookarts.org or PO Box 4037, Seattle, WA 98194. When submitting a proposal by mail, please also email us so we know it's on the way!