



**WEST NEBRASKA
ARTS CENTER**

YOUR WINDOW ON THE ARTS

106 East 18th Street · Scottsbluff, NE 69361

Phone: 308-632-2226 Fax: 308-632-1731

Please complete all information and return to WNAC.

Applications/pictures can also be emailed to:

donna@thewnac.com

Any instructor working with children is subject to a criminal background check.

class proposal & application

class name

**class fee
materials fee**

today's date

instructor information

name

address

city, state, zip

phone #

email

website

bio/resume/artist statement

Use separate piece of paper

instructor photo, optional (digital images only to be used for marketing purposes)

class information

have you taught this class before? if so, where and when?

student ages (youth 5-12, teen 13-17, adult 18 and up, etc...)

minimum/maximum class size

season to hold class (spring/summer/fall/winter)

program duration (1-day workshop? multiple days? how many total hours?)

proposed date(s) and time(s) or preferred days of the week

class objectives

Use separate piece of paper

course lesson plan

Use separate piece of paper

class description (5-7 sentences to be used for *marketing* the class)

describe the project(s) or finished piece(s) (include pictures, if possible—digital image(s) are required for marketing)

supplies (WNAC will prepare a letter explaining to students what supplies or tools they may need to buy or bring to class. This letter will be duplicated by our office and mailed or emailed out upon registration)

instructor would provide these materials:

WNAC would need to provide these materials:

Please estimate WNAC's approximate cost for materials (if applicable):

students need to bring:

technical equipment needed?

payment arrangements

instructor receives 60% of total class fees collected/WNAC retains 40% of class fees collected (depending on the cost of materials, there may an additional, separate charge in the case of special, costly supplies that WNAC does not normally have on hand)

WNAC will charge \$_____ per student for workshop

WNAC will charge \$_____ per student for materials

WNAC will pay instructor \$_____ per student **OR** WNAC will pay instructor a total of \$_____ for workshop

Basic Payscale/Guidelines WNAC charges for class fees charged per student**

WNAC Members	Non-Members	total instruction hours (does not include prep time)
60.00	65.00	7 - 8
50.00	55.00	5 - 6
40.00	45.00	3 - 4
30.00	35.00	2
20.00	25.00	1- 1.5

**Special pricing can be arranged for a 'series' of classes where a discount is offered for registering for ALL classes in that series. Please discuss with Donna any concerns or questions regarding pricing.

Please list 1 personal and 2 professional references:

- | Name | Phone # | Relationship |
|------|---------|--------------|
| 1. | | |
| 2. | | |
| 3. | | |

Prior to the first class, a roster with student phone numbers and e-mail addresses will be provided to the instructor.