

The Arts Castle Course Proposal Form

Return to Nicole LaMar, Programming Coordinator, nlar@artscastle.org
The Arts Castle 190 | West Winter Street | Delaware, OH 43015

Instructor Information

Name _____

Address _____ City _____ ST _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____

Course Information

This course is a: Class Workshop Summer Kids Camp Other (_____)

A workshop must consist of 2 classes or fewer AND/OR begin and end within 7 days.

Suggested Course Title: _____

Recommended Age (check all that apply):

Infant/Toddler (0-3) Preschool (3-6) Early Elem. (6-9) Late Elem. (9-12)
 Middle School (12-15) High School (15-18) Adult (18+)

Recommended Experience Level (check all that apply):

Beginners (those who need instruction on the basic techniques)
 Intermediate (those who need instruction that builds on basic techniques)
 Advanced (those who have reached proficiency & need refinement)

Course Description

Please provide a 3-5 sentence course summary to be included in the class catalog. Summary should "sell" the class and provide pertinent details, including project descriptions and objectives. The Arts Castle maintains editorial control over any content.

Scheduling Information

Number of Sessions: _____ **Start Time:** _____ **End Time:** _____

Day(s) of the Week: _____ **First Class Date:** _____ **Last Class Date:** _____

Room Requested (Check all appropriate):

- Ballroom (40 seated capacity)
- Painting/ Drawing Studio (20 seated capacity)
- Jewelry Studio (10 capacity)
- Parlor (25 seated capacity)
- Ceramics Studio (8 pottery wheels; 12 seated capacity)
- Kitchen (12 seated capacity)
- Children's Studio (8 seated capacity)
- Music Studio (4 seated capacity)
- Other (_____)

Room Set Up

Describe your preferred room set up and/or any other considerations that need to be taken into account as rooms are allocated.

Class Size

Typical minimum number of students per class is 3. The maximum number of students should not be greater than the capacity of the room.

Minimum: _____ Maximum: _____

Requested Compensation

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The Arts Castle contracts with its class instructors on a per quarter basis. Compensation is negotiated individually depending on the instructor's teaching background, media expertise, and other considerations. Rates are established on a per-person per-hour basis. Class fees are set by The Arts Castle.

Requested compensation = \$_____per-person per-hour

Materials

Student Materials

List the materials that the student should bring with them to class on the first day. Materials are generally included in the class fee unless the student can reasonably be expected to supply them (i.e., a T-shirt for tie-dye).

Arts Castle Materials

List the materials that The Arts Castle should supply. Include the approximate amount per student, as well as the source from which these materials can be obtained if the material is not on the Castle Basics list. Any materials not on the Castle Basics list are "Specialty Materials," and are built in to the cost of the class separately. Please be as detailed as possible.

Instructor Materials

List the materials that you as the instructor will supply, and their approximate cost (if applicable). Please note that instructors should purchase supplies only after confirming that the class hasn't been cancelled. Reimbursement is based on the number of students registered in the class.

Castle Basics

The Castle keeps reasonable amounts of the following consumable materials on hand throughout the year; they will not be separately included in the cost of a class. However, even if they are listed here, please include the materials under the Castle Materials section that the Castle should supply, so that we can be sure to have enough. Other materials may be available as well: check to be sure.

Ceramics: Low fire glazes in 8 basic colors, wax resist, brushes, buckets, rolling pins, respirator masks, sandpaper, recycled clay, basic throwing and handbuilding tools and stamps. New clay (various bodies available, including stoneware, terra cotta, and porcelain) as well as high fire glazes come under Special Materials, even though they are on hand.

Jewelry/ Stained Glass: Acetylene, oxygen, propane, flux, solder, safety glasses. Stained glass and cane come under Special Materials, even though they are on hand.

Office Basics: scotch tape, pencils/ pens, sharpie markers, masking tape, stapler with staples, rubber bands, adult & child scissors, tacks, binder clips, copy paper.

Visual Arts:

Paint: Watercolor paint in pans (school grade), Acrylic paint (school grade: black, white, red, yellow, blue), Tempura paint (black, white, red, yellow, blue).

Brushes: Scholastic-grade watercolor brush (flat #10, round #8, & misc. others), Scholastic-grade white bristle acrylic brush (flat #12, round #8, & misc. others), 2" paintbrushes

Drawing: Graphite pencils (6B, 4B, 2B, HB, 2H), Black ink drawing pens (NOT sumi pens), Blending sticks-small, Charcoal pencils (2B and white), Erasers (pink pearl, rubber, white plastic), Colored Pencils, Crayons, Markers (thick & thin), Handheld sharpeners

Paper: Construction paper (basic 8 colors), Newsprint, White drawing paper, Large format easel paper, Tagboard, White butcher paper, Tissue paper (basic 8 colors), Scrap/Collage paper (including wallpaper samples and magazines)

Adhesives: Elmer's School Glue, Hot glue Guns with glue sticks (teacher use only unless otherwise arranged)

Other:

Exacto knife #11 w/ blades (teacher use only)

Fabric, ribbon, & yarn/ string -- variety of weights, patterns, and textures

Plastic gloves and tablecloths

Embellishment items such as buttons, feathers, craft sticks, gems, glitter , pasta, beans, pipe cleaners, wood scraps, and misc. items