

**Bay House Artisans
Education Proposal**

Name: _____

Phone Number: _____

Address: _____

Email: _____

What is the best way to contact you? _____

Title of Class _____

Proposal of Class (Please provide a brief description of what you will be using the space requested for.)

Please provide a short write up of the class for publicity means

Date of Class

(Please list 3 dates or sequences of dates in order of preference; we will do our best to accommodate your preference.)

1. _____
2. _____
3. _____

Time _____

Ages _____

Price of the Class _____

Maximum # of Students _____

Minimum # of Students _____

Please indicate your policy if the minimum # of students is not met within 1 week of the class start date

Are you a certified teacher or certified in the instruction that you propose to teach? Or do you have life experience in this area? (Please explain)

Do you have insurance to cover yourself while teaching in BHA classroom space? _____ If yes, please describe what agency and policy you have.

What are your requirements for classroom set up? (Tables, chairs, etc). We will do our best to accommodate your requests when possible.

Is there a materials fee (In what amount)? _____

Do you have a supply list for students? (Please note, that BHA does not provide materials and supplies)

If yes, please list supplies that you wish for students to bring below (this may include paint shirts, old clothes, bag lunches, snacks, yoga mats etc as well as art materials)

Supply List for Students

Additional notes, comments, or requests by the Instructor

***Please direct your proposals and all questions to:**

Kylie Hebert **(954) 907-1778** kylie.hebert@gmail.com

Thank you! -Bay House Artisans
21 A James Street
Alexandria Bay, NY 13607
(315) 778-5968