



Fiber Arts Center of Wichita Class Proposal Form

Instructor Name

Contact information – *Email, phone & mailing address*

Class Title

Class Description – *in about 100 words; include skill level (everyone, beginner, intermediate, advanced) and/or any prerequisite skills needed (ability to spin a continuous yarn; can knit/purl/increase/decrease...), target age range if not adult, what will be covered in the class including the final product.*

Number & length of session(s) - *For example: a single three-hour class; one two-hour class per week for 6 weeks*

Preferred month and time/date/day of week - *Include alternate times/days*

Class size - *Minimum to hold class & maximum number*

Materials To Bring - *List any materials/supplies that the student should bring to the class*

Materials Provided - *List the materials that will be provided by the instructor*

_____ ***Instructor Fee per student***

_____ ***Facility Fee*** (\$5/hour per student to cover overhead costs)

_____ ***Materials Fee per student*** (if any)

Classroom needs— *space or other physical requirements, such as: number of tables/chairs, water/sinks, etc.*

IMPORTANT: All student fees will be paid directly to the instructor, either online via Paypal or by payment at class (cash, check or credit card). The instructor will pay the Fiber Arts Center facility fees to the Wichita Weavers Guild on the (first) day of class, based on the number of attendees.

Payment preference

I will accept PayPal payment (requires one-time setup)

Yes No If yes, email address for PayPal:

I will accept day-of-class payment (if yes, select all methods that apply)

Yes No Cash Check Credit/debit card

Have you taught a class for the Guild before? If not, please describe your teaching experiences, especially fiber related.

Email completed form to wichitaweavers@gmail.com