



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*

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

Materials To Bring - *List any materials/supplies that the student should bring to the class (if none, N/A)*

Materials Provided - *List the materials that will be provided by the instructor (if none, N/A)*

*** Class Fee will be the total of the elements listed below**

_____ **Registration Fee** - \$5/class hour to cover overhead costs

_____ **Instructor Fee per student** - include any materials fee and enough to cover **room rent** (for home ec room, with tables and chairs) of **\$40**.

Room rent is the responsibility of the instructor, and is to be paid to the building owner the day of class. Some classes may not need this room, so be sure to check with class coordinator Sharon Barnes with any questions!

IMPORTANT: Registration fee will be paid directly to the Guild at online registration, either via PayPal or by offline method. Instructor fee will be paid directly to the instructor at class by each student.

Payment preference

I will accept day-of-class payment via (select all methods that apply):

Cash Check PayPal or other online method Credit/debit card swipe

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