

FALL, 2011

Hello art teachers for the Newark Arts Alliance,

We are now accepting proposals for our Fall, 2011, schedule for the Newark Arts Alliance education program. We would love to have a proposal from you for a class or workshop. Age groups to consider: ages 4-5 yrs. old, 6-7 yrs. old, 7-9 yrs. old, 9-11 yrs. old, 12-14 yrs. old., age 14 to adult.

1) Saturday morning art class for kids. 10am-11am, 11:15-12:15pm, 12:30-1:30pm, etc. Classes lasting more than one hour are best scheduled in the afternoon. (i.e. 1-3pm)

2) Weekend workshops: especially good for adults. Sunday afternoon, 1-4pm, one or more sessions. Saturday, 1-4pm.

3) Week night classes that meet 2-6x: Monday, Tuesday, Wednesday or Thursday evenings, any time between 6-9pm,

4) Friday night art dates: one art session for kids ages 7-9 or 10-12, 6-9pm. Includes project and pizza dinner. Crafts are great for this, i.e. decorated T-shirt, beaded jewelry, kite making, decorated boxes, hand-bound books, collage scrap book covers, modge-podge anything, shrinky dink jewelry, polymer jewelry, decorated flower planters, etc.

Time period: September 1 to December 31, 2011

**I need to have the following information returned to me by August 15 for the Fall, 2011 flyer.**

Please provide detailed descriptions of what you're teaching so I can promote it well. Examples of finished work are also very helpful, as I can use them for broadcast e-mails and in the newsletter and on the web site. When I have photos to promote a class it is much more likely to run. I need your help in promoting these classes. Teachers who use facebook and other means of promoting their classes have more classes running than those who don't. We also see repeat enrollment from satisfied students, so start building a following!

Payment to teachers: \$20/hr for first three students. \$2 per hour more for every student over the first 3. If you teach a class to 8 students, you will earn \$30/hr. Payment is issued by check and sent to you by mail when the class is over. It may take up to 2 weeks after the class is finished to receive your check. You will be reimbursed for art materials that need to be purchased for the class. Estimate cost per student on proposal form so we may build cost into class fee.

Please use the enclosed proposal form. Make copies if needed. Call me with questions, home: 302-731-5801 or cell: 302-562-3737.

Sincerely,

Terry Foreman, Executive Director  
[terryforeman58@comcast.net](mailto:terryforeman58@comcast.net)

**PROPOSAL FOR ART CLASSES AT THE NEWARK ARTS ALLIANCE / Fall, 2011**

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

Name of Class \_\_\_\_\_

What age range is it for? \_\_\_\_\_

What's the maximum number of students? \_\_\_\_\_ What is the material fee per student? \_\_\_\_\_ Does student bring anything? \_\_\_\_\_

If so, what do they bring to class?

\_\_\_\_\_

Dates of class

Day of week \_\_\_\_\_ Time \_\_\_\_\_

How many times does it meet? \_\_\_\_\_

Dates preferred/starting date \_\_\_\_\_

2nd choice of starting date: \_\_\_\_\_

Description of the class (please be as detailed as possible listing the mediums used, the theme, what the finished product(s) will be)

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\_\_\_\_\_  
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PLEASE E-MAIL (preferred) OR DROP OFF PROPOSALS TO:  
Newark Arts Alliance, 276 E. Main St., Suite 102, Newark, DE 19711  
Or e-mail proposals to: [info@newarkartsalliance.org](mailto:info@newarkartsalliance.org)