

## Newark Arts Alliance

### Class Proposal Information

Do you have a great idea for an engaging art, music, or writing class? Share your creative teaching talents with our community at the Newark Arts Alliance!

#### As you plan your class

- To avoid scheduling conflicts, review our Exhibition Schedule (no classes during receptions) and free programs schedule.
- Our most popular visual arts classes are for beginning to intermediate students using traditional techniques/mediums, or provide instruction in unusual mediums/techniques across skill levels.
- Music and writing class proposals across skill levels/age ranges are most welcomed!

#### Age Ranges / Times to Consider

- **Age Ranges:** All ages; parent & young children; ages 3-5 or 5-7; ages 8 and up; teens ages 13-17; adults 18 or 21+ (when wine/beer provided). Instructors can suggest other age ranges.
- **Times/Days:** Classes can begin any time from 9:00am and must conclude by 10:00pm, 7 days/week.

#### Suggestions for Audiences / Days / Times / Class types

- **Pre-school/Homeschool Classes:** Weekday mornings starting as early as 9:00am or early afternoon; 3+ sessions.
- **Youth Classes:** Kids/tweens/teens; weekday evenings; Saturday morning or afternoon; 1+ sessions.
- **Weeknight Classes:** Great for adults; Monday–Thursday evenings starting between 6–7pm; 2–5 sessions.
- **Art Night Out:** Friday or Saturday, single-session class for tweens, teens, or families; starting between 6–7pm. Could include project and dinner, desserts, or snacks. Crafts are great for this type of class.
- **Art Night Out for Adults:** Friday or Saturday, single-session, 7–7:30pm start to 9–10pm. Classes for adults ages 21+ that offer a chance to create art and enjoy beer/wine, snacks, and conversation.
- **Weekend Workshop:** Great for adults; Saturday and/or Sunday afternoons; 1+ sessions. Appropriate for any level of instruction but especially good for intermediate–advanced students.

#### Compensation

- Instructors earn \$20/hour for the first three students. Add \$2/hour for each additional student. Example: A class with 6 students will pay \$26/hour (\$20 + \$6).
- **All classes require a minimum of three registered students to avoid cancellation.**
- Instructor payment is issued by check and mailed after the last class. Payment processing may take up to two weeks.
- All class-related art material expenses are reimbursed; your maximum budget is based on the per-student material fee as stated on your application form. Keep your receipts and submit paper copies at the NAA or email them to [terry@newarkartsalliance.org](mailto:terry@newarkartsalliance.org).

#### Submission / Promotion

- **Submit your completed Class Proposal form and include a photo of the finished art project or sample of a writing project by email to [terry@newarkartsalliance.org](mailto:terry@newarkartsalliance.org).**
- The Newark Arts Alliance will promote your class through our printed Member Newsletter, our 1,750+ email list, on our website, and on Facebook.
- **It's important that you promote your class!** Classes fill when instructors use social media and other means to promote their own classes. The NAA is happy to cooperate with your promotional activities.

Please contact me at [terry@newarkartsalliance.org](mailto:terry@newarkartsalliance.org) or call the NAA at 302-266-7266 to speak with Terry Foreman, Executive Director, with any questions regarding proposal guidelines.

E-Mail your completed proposal to: [terry@newarkartsalliance.org](mailto:terry@newarkartsalliance.org)

### Instructor Information

Name					
Website (if applicable)					
Address					
City		State		Zip	
Phone		Email			
Instructor Bio (3–4 sentences)					

### Class Details

Name of Class					
Preferred day(s) of the week		Time (start–end)		Number of sessions	
Preferred starting date		2nd choice starting date			
Age Range		Max number of students (typically 8–10)		Material fee per student \$	
Does student provide any materials? (yes/no)		If yes, what do they provide?			

### Class Description

Create an inviting, 3–5 sentence description. Include information about the skills students will learn and what they can expect to accomplish. For art classes, include the medium. For writing or music classes, include the genre if applicable.

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