



Sew What! of CNY, Inc

Workshop/Class Proposal Form*



*A **workshop** typically meets one time.

A **class** typically meets multiple times (usually not more than 6).

Instructors are volunteers and will be compensated with store credit at a rate of \$5 per hour of instruction time.

Name _____

Street _____ City _____ ST _____ Zip _____

Email _____ Phone _____

Briefly describe your previous experience as an instructor:

This would be a: _____ Workshop (one session) _____ Class (multi-session)

Title of Workshop or Class: _____

Brief description of class content:

Age of participants _____ Skill level of participants _____

Maximum number of participants (We have 6 sewing machines available.) _____

ATTACH A SUPPLY LIST TO THIS FORM.

Instructors are encouraged to use materials available in the shop whenever possible.

Our sewing machines have kits that include all the necessary tools for most sewing classes.

- **Materials Option 1:** Instructor comes to the shop and gathers materials to create a "kit" with all the necessary materials for the class. Participants purchase the kit in the shop or from the instructor, with proceeds going to the shop.
If choosing this option, **Expected Cost of Kit:** _____
- **Materials Option 2:** Instructor creates a list of supplies students will need and encourages *them* to purchase items in the shop. If there are things we do not have, participants will need to gather the materials on their own from other sources.
- **Materials Option 3:** The instructor will provide the materials needed and may ask participants to reimburse the cost of materials only.
If choosing this option, **Expected cost to participants:** _____

First/second choice for **date and time** for your class. We will need to verify calendar availability.

DATES: 1st choice _____ 2nd choice _____