



BUCHANAN ART CENTER  
117 West Front Street • Buchanan, MI 49107  
269-697-4005 • www.bacnow.org

## BAC CLASS/ WORKSHOP PROPOSAL

Please complete a separate proposal for each class you are proposing.

Instructor Name and any titles or degrees: \_\_\_\_\_

Main Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Which session is this proposal for? One / Two / Three / Four (Previously Winter, Spring, Summer, and Fall)

Year: \_\_\_\_\_ Type of class? Single / Repeating / One Day Workshop / Multiple Day Workshop

Age of students? Children 3-4 / 5-6 / 7-12 / Teen 13-18 / Adults & Teens / Adults Only / All Ages

Max number of students? 6 / 7 / 8 / 9 / 10 / Other \_\_\_\_\_

Number of times class will meet? \_\_\_\_\_ Total Class Hours? \_\_\_\_\_

What day(s) of the week will it meet? Mon / Tues / Wed / Thurs / Fri / Sat

Please list the DATES the classes will meet: \_\_\_\_\_

Time class begins: \_\_\_\_\_ Time class ends: \_\_\_\_\_

Are you flexible with these dates and times? Yes / No (If dates must be changed the BAC will contact you.)

Do you need a pre-registration cut off date? If so how many days in advance do you need? \_\_\_\_\_

**SUPPLIES:** Please discuss supply lists with the BAC. Some materials and supplies are available for use. Receipts are required for reimbursement for the purchase of specific supplies for a class. Please state in the class description if materials are supplies. Lists may be attached on a separate piece of paper if needed.

**Please list materials and estimated cost of supplies students need to bring with them:**

**Please list supplies you will be purchasing and providing for the class (with receipts for reimbursement) and the cost per student:**

**Will some materials be available for students to purchase from you at cost during class? Yes / No**

**Class title:** \_\_\_\_\_

**Class description (150 words max):**

**How much time do you need to set up prior to each class?** \_\_\_\_\_

**If your class is outside ordinary operating hours, are you willing to be responsible for opening/ closing the building? Yes / No**

**Please circle any equipment to be provided by the BAC.**

**Tables / Chairs / Table Easels / Floor Easels / Power Strips / Drawing Lights / Pottery Studio  
Projector ( Slide / Overhead / Opaque / Digital ) & Screen / Table Coverings / WiFi / Project Storage**

**Please describe any additional needs for your class:**