



2022-2023 VFAA/SHAC Class Proposal

HELLO INSTRUCTOR!

Please fill out this form for new classes or big changes to existing classes. If you are teaching the same class over multiple terms, you can provide information via email to shac@milfordvfaa.org

Class proposals *ideally* are due a minimum of 6-weeks out from the start of any session. The more notice, the better. It's all about having enough time to do adequate marketing to get the maximum students. Please be as specific as possible in class descriptions and details. We appreciate your help. Thank you!

Winter Session	January/February
Spring Session	March/April/May
Summer Session	June/July/Aug
Fall Session	Sept/Oct/Nov
Holiday/Extension	December
One Day Workshop	Anytime

Instructor Name: _____

Email _____

Phone _____

Class Title: _____

Please check which class format you wish to teach:

_____ Workshop (class of 1-3 meetings, typically 2 hours each, but instructor discretion)

_____ Regular class (4 or more class meetings, usually 6-8 weeks, offered weekly)

_____ Total Number of class meetings

_____ Regular class + Drop-in (4 or more class meetings, drop-in OK for **any** session)

_____ Total Number of class meetings

_____ Drop-in fee (typically \$25)



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Description of class/workshop: We may tweak this for our registration system, but we need to know the essentials. Write as you want it to appear in marketing. ***Include: what the students will do, and how they will do it (what skills they will learn and what mediums they will use).*** Short and sweet is best! The who, when and where is covered elsewhere in this document.

Age of students (circle or highlight one):

All Ages (6 to adult)	Preschool (2-5)	Youth (6 – 12)	Preteen/Teen (9-17)	Teen to Adult (13 to adult)	Adult* (21 & over)
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Minimum # of students you will accept and still run the class (4 is the SHAC minimum): _____

Maximum number of students you will allow: _____
(this may be governed by State Health Orders or other COVID-19 pandemic mandates)

Materials provided by: _____ Student _____ Instructor

Materials student must bring:

Total fee for class/workshop: _____

Any special requirements if instructor provides materials?

Preferred Schedule:

Proposed Start date: (see schedules above) _____



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Provide 1-2 Preferred Day(s) of Week:

Provide 2-3 Suggested Class Times (and Duration):

(i.e. 6:00-8:00 PM or 10:00 AM -12:00 PM)

Please include an image of your work that represents the class. Do not embed in Word. Send .png or .jpg less than 1 MB in size. Also, something that works small or larger—minimum 72 pixels/dpi.

Do we have your permission to use your image(s) in marketing for your class, including a variety of program guides and on social media?

(circle one)

Yes

No

Is there anything else we should know? Tell us here:

Thank you! Please contact Keri Cleasby at the SHAC, 248-797-3060, email: kericleasby@milfordvfaa.org
SHAC office and gallery hours are 10am-2pm Tuesday – Saturday.