

ART WORKSHOP PROPOSAL

INSTRUCTOR:

WORKSHOP TOPIC/TITLE:

DATE OF WORKSHOP:
SATURDAY,

Pick a time slot:

- MORNING** - 9.30am- 12 noon
- AFTERNOON** - 1:30pm - 4:00 pm

REGISTRATION FEE: (PER PERSON)
\$ <input type="text"/>

MINIMUM AGE FOR PARTICIPANTS
<input type="text"/>

FULL WORKSHOP DESCRIPTION:

Workshop is suitable for... BEGINNERS INTERMEDIATE ADVANCED ALL

INSTRUCTORS CONTACT INFO:

PHONE #:

EMAIL:

General Information on Cowan's Art Workshops

Maximum Number of Participants: 12 people

Workshop Topics: Anything within the realm of art or craft **however** the topic chosen and the materials used **must** be products that are available here at Cowan's (It doesn't need to be the same brands, but comparable products)

Responsibilities and Expectations:

We (Cowan's):

- Do all the advertising and promotion for the workshop (including handbills, posters, social media posts, and emails to our large database)
- Collect all registration money and manage booking for attendees
- Offer The Instructor a 15% discount when purchasing workshop materials at Cowan's
- Provide workshop space (Cowan's Furniture Showroom) and set up and take down workshop tables and chairs

You (The Instructor):

- Choose the topic, date & time of the workshop you wish to run (Saturdays only please, maximum 2.5 hours or less per workshop)
- Provide a full workshop description (so participants will know what to expect)
- Set the minimum age (people often ask if kids can attend)
- *Set the registration fee at whatever you like (suggested \$30-\$60 each student)
- Provide all the workshop materials for attendees to use during the workshop (attendees take home their completed artwork, but not materials like paints, brushes, stencils, etc.)
- Do any prep work necessary in advance
- Arrive early to set up student workstations prior to workshop **and stay to clean up after**
- Submit an invoice to Cowan's (indicating date, workshop title, number of attendees and fee per attendee)

***Cowan's Commission Fee:** \$5.00 per attendee

- Please take this into consideration when setting the fee for attendees
- Remember when submitting an invoice to Cowan's to deduct the commission fee
- Cowan's then will write the Instructor a cheque or direct deposit, your choice

The commission fee exists to help offset the cost of marketing and the time required for set-up/take-down of the workshop area.

We do not profit from Art Workshops directly. We benefit from product sales to happy students

Workshop Cancellations:

Cancellations are only accepted up to of 48-hours prior to scheduled workshop.

If a workshop is cancelled by The Instructor(for any reason):

- Notice must be given more than 48-hours before the scheduled workshop
- The Instructor is responsible for notifying all paid participants (Cowan's will provide The Instructor with contact info for participants.)
- Cowan's will handle the refunds/rebooking

If a workshop is cancelled by Cowan's we'll handle everything.

If a paid attendee wants to cancel this will only be allowed up to 48-hours before the scheduled workshop.

If a paid attendee fails to show up(for any reason): the attendee will not be refunded and instructor will still receive payment for the empty spot.