

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)

\$

MINIMUM AGE
FOR
ATTENDEES:

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

Responsibilities and Expectations:

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 attendee 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) after the workshop has taken place.

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

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

- Please take this into consideration when setting the fee for attendees
- The commission fee is to help offset the cost of marketing materials, and the time required for set-up and take-down of the workshop area. We do not profit from Art Workshops directly.

Payment to Instructors:

Once we've received an invoice from The Instructor, Cowan's will deduct the commission fee (\$5.00 per attendee) and write a cheque to The Instructor for the remainder of money collected from registration fees.

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 before the 48-hour cut-off (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.

- We often have a waiting list and that empty seat could have been filled by someone else
- The Instructor has purchased materials and done prep work and shouldn't be penalized for the empty seat