



THOMAS S. GULOTTA  
WHEATLEY FARMS & ARTS CENTER

## Workshop Proposal

Thank you for your interest in providing a workshop at the Wheatley Farm & Arts Center. Please provide the information requested below and submit to [jwalker@ahrc.org](mailto:jwalker@ahrc.org)

INSTRUCTOR CONTACT INFORMATION and AVAILABILITY								
Name:					E-mail:			
Preferred Telephone:				Alternate/Mobile Phone:				
Full Mailing Address:								
Affiliated Organization and Website (if any):								
Availability to Present (Check all that apply)		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	9:00 am – 12:00 pm							
	12:00 pm – 5:00 pm							
	5:00 pm – 10:00 pm							

PROPOSED WORKSHOP	
Workshop Title:	
Description (Please describe primary activities and objectives of the workshop):	
Frequency (Please check one): <input type="checkbox"/> One-Time Workshop <input type="checkbox"/> Weekly Series* <input type="checkbox"/> Bi-Weekly Series* <input type="checkbox"/> Monthly Series* <i>*If Workshop Series, please indicate the total number of classes in series: _____</i>	
Time to Set-up (Please indicate your time need for set-up prior to start time of workshop):	
Equipment Utilized (Please list any equipment you will bring):	
Materials Provided to Attendees (Please list all materials provided to attendees):	
Will attendees be required to purchase materials? <input type="checkbox"/> No Fee for Materials <input type="checkbox"/> Attendees Required to Purchase Materials (specify amount): \$ _____	
Workshop Capacity (Please indicate the minimum and maximum # of attendees) Minimum # of Attendees: _____    Maximum # of Attendees: _____	
Recommended Participant Age-Range (Check all that apply): <input type="checkbox"/> Preschool Age <input type="checkbox"/> Primary School Age <input type="checkbox"/> Teens <input type="checkbox"/> Adults	
Requested Room Set-up (Please indicate the any special space requirements, such as arrangement of tables and chairs, access to sink, microwave oven, etc.):	
Instructor Fee (Please indicate if you charge a fee to present the workshop): <input type="checkbox"/> No Fee <input type="checkbox"/> Fee to Present Workshop (please specify amount): \$ _____	

Please submit (1) this completed form along with (2) your resume and/or a summary of your qualifications to present the proposed workshop (professional credentials, previous workshops presented, etc.) to [jwalker@ahrc.org](mailto:jwalker@ahrc.org)

Thank you for your interest in presenting a workshop at the *Wheatley Farm & Arts Center<sup>TM</sup>*. We will review your proposal and contact you as soon as possible.