



2012 Instructor's Proposal Form for Special Programming

Thank you for your interest in being an instructor for the Quincy Art Center. Our mission is to educate the public by promoting the growth and appreciation of the visual arts through exhibitions and programs. Anyone with long standing (5 - 10+ years) professional experience in the field of art may be considered to instruct a special program. A special program could be an in-depth workshop, demonstration, lecture, group activity or a combination of such events. To be considered please fill out the following form and attach a short biography and resume. All instructors, both new and continuing, must complete the following form for each proposal. When all necessary information is received your proposal will be reviewed. Evaluation criteria will include artistic merit and instructing experience. The instructor will be contacted on the proposal's status of approval. When a proposal is approved the QAC will begin the marketing process.

Please print or type. Please attach a short biography and resume and send to:
Jennifer Teter, Quincy Art Center, 1515 Jersey St., Quincy, IL 62301,
via 217-223-6950 (fax) or jteter@quincyartcenter.org. For questions call 217-223-5900.

CONTACT INFORMATION				
Name:				
Title/Credentials:				
Address:				
City:	State:	Zip:		
Daytime Telephone Number:				
Cell Phone Number:				
Email Address:				
SPECIAL PROGRAM				
Title of Special Program:				
Level (circle):				
Beginner	Intermediate	Advanced	No Experience Necessary	All Levels



QUINCY
ART CENTER

2012 Instructor's Proposal Form for Special Programming

Prerequisites (if any):	
Enrollment: Minimum Number of Students: _____ Maximum Number of Students: _____	
Instructor Fee: I request a charge of \$ _____ per student.	
Supplies (check one): <input type="checkbox"/> No supplies needed. <input type="checkbox"/> Instructor will provide supplies. Students should pay \$ _____ to the instructor at the first meeting. <input type="checkbox"/> Instructor will provide supplies. Students should pay \$ _____ to QAC at registration. <input type="checkbox"/> Students should bring their own supplies. Attach list.	
Program Cost per Student Formula	
Instructor Fee	\$ _____
	divide by .6
Total Registration Fee	= \$ _____
The Quincy Art Center will receive 40% of the revenue from attending students to cover facility, administrative and marketing costs.	
Cost of supplies that are provided by the Instructor (if applicable)	+ \$ _____
Total Program Cost per Student	= \$ _____
*Members receive a 5% discount that will be deducted from the above mentioned 40% of the revenue received by the Quincy Art Center.	
Description of Special Program: (Please be as specific as possible)	



2012 Instructor's Proposal Form for Special Programming

PROPOSED DATES AND TIMES		
Please avoid holidays. You can find our online schedules at www.quincyartcenter.org .		
Location (circle): Large Studio Small Studio Donenburg Room Sinnock Gallery Stephenson Gallery		
Start Date:		End Date:
Day(s) of the Week:		Number of Meetings:
Start Time:		End Time:
At what time will you need building access to prepare?		
At what time do you predict to be finished with the room? We request that the room be left as you found it.		
QAC EQUIPMENT AND SERVICES NEEDED (check all that applies)		
Contact Jennifer Teter at 217-223-5900 for specific art studio equipment available.		
<input type="checkbox"/> Projection Screen	<input type="checkbox"/> Etching Press	<input type="checkbox"/> Heat Press
<input type="checkbox"/> Microphone	<input type="checkbox"/> Pottery Wheels (2)	<input type="checkbox"/> Easels
<input type="checkbox"/> CD Player	<input type="checkbox"/> Chairs in Gallery	<input type="checkbox"/> Depending on availability a digital projector can be checked out through the Chamber of Commerce.
<input type="checkbox"/> Photocopies #	<input type="checkbox"/> Tables in Gallery #	
<input type="checkbox"/> Kitchen:	<input type="checkbox"/> Mat Cutter	Other:

Photo Consent: By your signature, you agree that the Quincy Art Center may use your photograph or photograph of your artwork in the routine promotion of its classes and activities and for other non-commercial applications. **If you are proposing a studio workshop or class please include digital images of personal artwork.** You may e-mail digital images to jteter@quincyartcenter.org or send a CD.

Enrollment

We will notify instructors 2 business days prior to the special program of final enrollment. If the enrollment minimum is met then the special program will take place.

I have read and agree to the above terms and conditions of this proposal form.

SIGNATURE

DATE

Please attach a short biography and resume and send to:

Jennifer Teter, Quincy Art Center, 1515 Jersey St., Quincy, IL 62301,
via 217-223-6950 (fax) or jteter@quincyartcenter.org. For questions call 217-223-5900.