

## WORKSHOP/CLASS PROPOSAL FORM

EHCC/HMoCA

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### Workshop/Class Proposal

East Hawaii Cultural Center provides opportunities for qualified artists in all genres to share their craft in workshop settings appropriate for community students of all ages.

Instructors must be able to show experience in their field of media and effective use in communicating their goals and talents to the students. Instructors are considered independent contractors and are responsible for filing applicable GE taxes.

#### What we provide:

- Use of a designated area at East Hawaii Cultural Center Facility
- Registration services
- Collection of fees
- Equipment/Furniture: Tables/Chairs, use of kitchen  
(additional equipment may be available by request)

#### What Instructors provide:

- Complete set-up a minimum of 30 min. prior to start
- List and procurement of all necessary supplies (to be included in Supply Fee)
- Shared responsibility in promotion (flier distribution, e-mail)
- Prompt communication through phone or e-mail with advance notice (48hrs) of changes or cancellation.
- Safe material use and proper disposal of hazardous wastes off-site.
- Complete clean-up after class (leave the space as you found it, or better).

#### Guidelines:

- Complete written proposals (including images) must be received **a minimum of 3 months** in advance of proposed dates for timely consideration.
- Proposals will be reviewed in the order with which they are received. Late additions will be given secondary attention to those scheduled further in advance.
- Scheduling is subject to availability and at the discretion of Program Directors.
- Classes that do not have 5 paid confirmed registrants at least a week in advance are subject to cancellation.

**Payment Arrangements:**

- Participants are charged a variable Member/Nonmember rate. In general we charge about \$75 for a full day workshop (10am-4pm).
- Instructors receive full payment excluding the usage fees of the facility (see usage fees below).
- Unless other arrangements are made, payments are issued to the Instructor within 2 weeks of the class completion.

**Usage Fees:**

**Please mark which Workshop room you would like to use**

Annex Workshop rooms:

Off Center Gallery: \$30.00 per hour

Piko (Green door): \$30.00 per hour

EHCC Second Floor: Theater: \$300.00 per performance \$150.00 per meeting, 4 hour maximum.

Conference Room: \$50.00 hour, 3 hr maximum (seats 12)

Cafe/ Balcony Lanai: \$40.00

**Proposal Form**

Artist/Instructor Name:

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Address:

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Phone:

Email:

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Teaching Experience (*please be detailed and/or attach separate resume*):

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2 References:

Name/Email/Phone:

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Name/Email/Phone:

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Workshop / Class Title:

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Medium:

Level:

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Proposed dates:

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Please check class type:  One Day  Weekend Workshop  Series  Other

Ideal.# students (min.– max):

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Concept / emphasis for this workshop/class:

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Description of the workshop:

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Art supplies included in supply fee (brought by instructor, paid by student):

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Supply Fee:

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Art Supplies for Students to bring:

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Please e-mail: [admin@ehcc.org](mailto:admin@ehcc.org)

- 3-5 images of your recent works.
- Up to 2 images of yourself at work.
- Artist Bio (1 paragraph)
- Artist Statement (1 paragraph)