**ALL items must be complete and included with this form for your class(es) to be considered. You must attach one form per class or workshop.** Microsoft WORD or PDFs are preferred for all attachments. Please label files Lastname\_FirstName\_ClassName and email to [espooner@duluthartinstitute.org](mailto:espooner@duluthartinstitute.org).

1. Instructor Name:
2. Name of Class/Workshop:
3. Artist bio or statement (no more than 2 paragraphs):
4. Class Age Range (children 12 and under, children 13+, adults, seniors, mixed)
5. Level: **Beginner, Advanced Beginner, Intermediate, Advanced, All Levels**. Include any “prerequisites” you require.
6. Brief class description. Please be concise, explain exactly what the student will learn and make, no more than one paragraph. This may be used for the description on our website.
7. What are your goals for the class? Please list some student outcomes, key take-aways, or elements/principles of art you hope students will learn.
8. Supply list, if applicable. If specific materials are needed (i.e. a specific size or brand of something) please include all information and a link to where these items can be purchased.
9. Describe the duration of this class, including preferred timelines (examples include but are not limited to “1 x 3-hour class”, “2 x 8-hour workshop on a Saturday and Sunday”, or “6 x 4-hour classes meeting twice weekly”) If you have tentative dates, please include them (month, or time of year is okay too).
10. Can this class be made virtual?
11. Do you need an assistant?
12. Special needs for your classroom (either virtual or in-person)