



# N.W. Polymer Clay Guild

## Class Proposal Form

**1. Class description** - include techniques or some detail on what students would learn in the class plus any prerequisites. Include a short description that could be used to promote the class:

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**Short description for promo:**

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**2. Image(s)** of class samples labeled this way: Lastname\_classtitle1 (or appropriate number)  
These can be attached in email. Images should be 300 dpi at around 4" on longest side.

**3. Length of class:** how many hours a session/how many sessions total, (example: 3 hours/2 sessions): [classes will run 9-12/1:30-5 so either half day or full day classes are requested]

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**5. What you expect to be paid per student for this class:** \$\_\_\_\_\_ per student

**6. Minimum and maximum number of students you will teach?** \_\_\_\_\_ min./\_\_\_\_\_ max.

**7. Is there a materials fee?** \_\_\_\_\_ Yes \_\_\_\_\_ No      **Amount:** \$\_\_\_\_\_ per student

**Please list supplies included in materials fee:**

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**7. List of what students should bring to the class, (supplies list can be attached):**

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**8. Dates or days you propose to teach this class: (note Clay Camp is always the weekend after Mother's Day in May, Thurs. evening to Monday lunch)**

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**Add pages as needed. ALL of these pieces of info are required for your proposal to be considered.**

**Please submit to:**

**In email:** [meredith@mereditharnold.com](mailto:meredith@mereditharnold.com)

**In person:** bring to NWPCG meeting the first Wed. of the month at ArtWorks (located at 201 2nd Ave. S., Edmonds, WA)

**Mail:** Attention Meredith, P.O. Box 699, Edmonds, WA

- NOTE: if sending by mail, please email [meredith@mereditharnold.com](mailto:meredith@mereditharnold.com) to notify that submission is mailed.