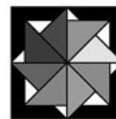




Workshop Regulations

By signing a workshop application you are also verifying that you have read and understand these regulations governing workshops and classes hosted by the Ohio River Valley Artist Guild.

1. All proposed workshops and classes must be evaluated and approved by the ORVAG Board of Directors. An application must be filled out and submitted to the Board prior to a meeting for discussion, and artists should be certain to submit their applications far enough ahead to receive approval at a meeting prior to the workshop date. Keep in mind meetings occur the second Monday of each month.
2. Each workshop must be approved by the Board individually. Multiple instances of the same workshop can be presented on the same application and be approved as a batch, but new instances of a workshop added after Board approval need to be approved again by the Board. Continuing workshops that recur weekly/monthly/etc. can be presented on one application and approved with one Board motion. These recurring workshops will need to be re-presented and approved yearly, or whenever there are significant changes to meeting time, budget, or scope. Approval will be recorded in the meeting minutes and communicated to the teacher via email if they are not present at the meeting.
3. There are two options for an instructor to be paid for teaching a workshop. Either the Guild takes the fee from the students and pays the instructor, taking into account time, number of students, and time required to prepare for the workshop; or the instructor takes the fee from the students and the Guild takes a percentage (15%) of the profits after material costs and travel (\$0.50 per mile) are accounted for. The Guild reserves the right to set a minimum number of students which must be signed up for the workshop in order for the class to take place, based on the proposed material costs and instructor fees vs. student fees.
4. Workshop or class instructors are primarily responsible for filling their classes. Workshops can be publicized on the ORVAG website, facebook, instagram, email list, and in ORVAG shops, but the instructor is responsible for creating promotional material and sharing them to Guild and community locations.
5. It is highly encouraged for instructors to require a non-refundable deposit upon sign up from workshop students when they sign up, to discourage no-shows.



Instructor: _____

Email: _____ Phone Number: _____

Workshop Description: _____

Proposed Workshop Date & Time: _____

☐ Recurring workshop, every _____

Max. # of Students: _____ Cost to Students: _____

Any student requirements, such as minimum age, prior experience needed, etc.: _____

Projected cost of materials and tools: _____

☐ Requesting Guild cover cost of materials. After the workshop the Guild will retain any tools or left over materials

☐ Instructor will cover cost of materials. After the workshop the instructor will retain any tools or left over materials.

→ Although not required, a list of materials and their costs would be useful to the Board during discussion of workshop application.

Estimated time required for preparation prior to workshop: _____

Instructor reimbursement options:

☐ The Guild takes the fee from the students and pays the instructor, taking into account time, number of students, and time required to prepare for the workshop.

Requested instructor payment: _____

☐ The instructor takes the fee from the students and the Guild takes a percentage (15%) of the profits after material costs and travel (\$0.50 per mile) are accounted for.

→ The Guild reserves the right to set a minimum number of students which must be signed up for the workshop in order for the class to take place. This will be determined thru comparison of material costs and instructor fees vs. student fees.

Instructor Signature: _____ Date Submitted: _____