Workshop Proposal Form

Please complete and return by email to Lyn Bannister info@thestudios.co

Terms and Conditions

Fees:

1. Pricing of workshops is the responsibility of the artist. However The Studios may be able to offer advice on this.
2. All monies to be held by The Studios until completion of the workshop(s) – see “Payment of Artist Fee” below.
3. Fees payable to The Studios are 40% of the workshop fee after costs for materials or any third party charges e.g. PayPal. Note: The Studios may ask to see receipts for large expenses.

Workshop Booking Procedure:

1. Artists should first complete a Workshop Proposal Form (see attached)
2. On acceptance of the proposal, the artist will receive a document pack, including a Workshop Agreement Form to sign and return.
3. On receipt of the signed agreement form, the artist will be given secure access to The Studios Workshops online calendar, which MUST be updated as participants join the workshop. N.B. failure to update the calendar may lead to oversubscription of workshops.

Marketing:

1. All information about workshops must be with The Studios at least 6 weeks before the date of the first workshop.
2. Workshops will be listed on our website [www.thestudios.co](http://www.thestudios.co) Each workshop will be allocated a separate page on the website which will contain workshop and artist details and links to the artist’s own website etc.
3. The artist will be responsible for their own marketing. However workshops will also be marketed via our social media networks, website, mailing lists, press, publications and radio.
4. The Studios will produce a digital poster/e-flyer for marketing purposes, a copy of which will be available to the artist. If the artist prefers to create their own, it must contain The Studios logo, and a copy must be set to The Studios for approval before publishing.
5. The artist must provide at least six hi-res images to be used for marketing purposes. This must include a photo of the artist.

Participants Booking Procedure:

1. Participants will be offered the facility to pay online via PayPal (link on workshop page on website or in mail-shot), cash or cheque payable to “Lyn Bannister”.
2. If a ‘Pay On The Day’ agreement is reached it is the sole responsibility of the booking agent to ensure payment is made. Cheques made payable to “Lyn Bannister”.
3. Once booking is confirmed/payment received the participants names MUST be added to the calendar enabling all parties to see participant details/numbers.

Payment of Artist Fee:

1. On completion of the workshop(s), the artist should fill in a Course Summary Document.
2. Artists Fee will be settled within 14 days of receipt of Course Summary Document (This will be issued on acceptance of Workshop Proposal)

Refreshments During Workshops:

The Studios will ensure tea, coffee, milk and sugar are provided. Snacks, biscuits if required should be provided by the artist.

Bringing packed lunches to consume in the workshop space is acceptable. There are, however, numerous cafés, sandwich shops and pubs nearby.

Workshop Proposal

|  |  |
| --- | --- |
| NAME |  |
| Contact telephone number |  |
| Contact Email |  |
| Contact details to be displayed on The Studios website, include website/FB/Twitter etc |  |

|  |  |
| --- | --- |
| Artists statement/CV |  |

|  |  |
| --- | --- |
| Proposed workshop title |  |
| Preferred dates and times please check our online calendar for availability - <http://www.brownbearsw.com/cal/The-Studios-Workshops> |  |

|  |  |
| --- | --- |
| Fee Structure |  |

|  |  |
| --- | --- |
| Max number of participants. |  |

|  |  |
| --- | --- |
| Have you delivered this workshop before? If yes, please give details. |  |

|  |
| --- |
| Feedback forms will be provided but it is the responsibility of the facilitator to ensure they are completed and returned to The Studios |

|  |  |
| --- | --- |
| Please provide an outline of the workshop. (This will be used for publicity). |  |

|  |  |
| --- | --- |
| Please give an approximate breakdown of the workshop timing and content (don’t forget to include any breaks and setting up/clearing up time). If the workshop is to run over more than one session, please provide the breakdown for each session. | N.B. please state the times you will need access to the venue. |
| Will you be providing printed handouts? If so can you supply them or will you need assistance from The Studios? |  |

|  |  |
| --- | --- |
| Will you publicise the workshop? How? |  |

|  |  |
| --- | --- |
| Workshop facilitators must have their own Public Liability Insurance. Please supply details, including policy number, amount insured and expiry date. (You will need to provide copies for our records). |  |

|  |  |
| --- | --- |
| Please provide a list of any flammable or hazardous materials that might be used in the workshop. |  |

Attach a minimum of 4 good quality images of your work, if the proposal is successful these will be used for our website and marketing.