

Carnegie Hall
 Class & Workshop Series
 Proposal Form



Instructor's Name _____

Street Address _____

City, State, Zip _____ Home Phone _____

Cell Phone _____ E-Mail _____

Proposed Class or Workshop Title:	Possible Day(s) or Date(s) for Class	Preferred Time(s) for Class	Suggested Tuition and Material fees (if applicable)	Minimum and Maximum number of students in class
1.				
2.				
3.				

Additional Notes– Logistical information, room set-up, space or equipment requirements, etc

Detailed description of class or workshop (indicate what ages are eligible & outline goals)

Please return this form, a current resume and the signed Instructor Guidelines to Leah Trent, Education Director, 105 Church Street, Lewisburg, WV 24901. Any questions? Please e-mail me at trent@carnegiehallwv.com or call 304-645-7917. — OVER

Carnegie Hall - Class & Workshop Series Instructor Guidelines & Agreement
Please thoroughly review the following guidelines and return a signed copy with your proposal.

Carnegie Hall offers two regular class sessions in its Class & Workshop Series; Fall and Spring.
Fall classes are taught during the months of October - December.
Spring classes are taught from February through May.

Proposals: Instructors who wish to be considered to teach at Carnegie Hall are encouraged to submit a Class Proposal Form to the Education Director. The Proposal Form should be submitted by the August 2 for Fall session and by December 2 for the Spring session. Proposal forms are available at Carnegie Hall, or online at www.CarnegieHallwv.com

Teacher Pay: Each instructor is paid 60% of the balance upon completion of the course. Carnegie Hall retains 40% to cover administrative, advertising, and facility usage expenses. Carnegie Hall also collects all materials or lab fees and that amount is included in the check payable to the instructor.

If an instructor earns \$600 or more at Carnegie Hall during the course of any calendar year, this amount will be reported to Social Security (the entire amount, not just the amount over \$600). You will receive a copy of this report form, to use when filing your income tax returns.

Facilities: Carnegie Hall advertises classes selected for the class/workshop series, coordinates registration, provides classroom space and general set-up (tables, chairs, screen, etc.). In addition to traditional classroom space, Carnegie Hall offers a pottery/sculpting studio, art studio, dance studio, weaving studio and a stage. As these areas are also utilized or rented by other instructors throughout the week, the instructor is responsible for clearing the room of all artwork, supplies, etc. at the close of each class meeting, unless other arrangements have been made.

Class Cancellation: In the event the enrollment deadline (1 week prior to start date) for a class arrives and the minimum number of students has not enrolled, the class may be cancelled.

If it becomes necessary for an instructor to cancel a specific class, he/she is required to notify the Education Director. The instructor must also notify each student of any changes in the schedule. In the event that a class session is canceled, the instructor is responsible for ensuring that the class is made up at a time that is convenient for all students enrolled in the class, after consultation with the Education Director. This is important, as we will need to make sure the classroom is available on the day and time the instructor wishes to reschedule.

Evaluation Forms: Carnegie Hall asks that all instructors complete a class/workshop evaluation form. We also ask that students complete an instructor/class evaluation.

Carnegie Hall's classes and other programs are made available to the community without discrimination based on race, gender, national origin, disability, age veteran status or religion.

I understand and agree to abide by the above listed guidelines if selected to teach at Carnegie Hall.

Signature

Printed Name

Date

Please sign and return with your proposal form.
Please include a copy of your current resume which includes contact information for three references.