



**City of Sherwood Contract Instructor Proposal Form
Sherwood Center for the Arts**

Thank you for your interest in offering classes to our community. Please complete the proposal form below. Your proposal will be reviewed by The Center for the Arts Manager. Completion of this information form does not imply a contract. Therefore, there are no guarantees that the proposed class(s) will be offered by the City of Sherwood.

Instructor Name: _____

Address: _____ City/Zip Code: _____

Home Phone: _____ Work Phone: _____ Mobile Phone: _____

Email Address: _____

Website (if applicable): _____

Suggested Class Title(s): _____

Please write a brief description of your class:

Proposed length of class: (e.g. 2 weeks, 6 weeks, etc.): _____

Proposed length of each session (e.g. 1 hour, 30 minutes, etc.): _____

Preferred day(s) of the week: _____

Age of students: Min: _____ Max: _____ Number of students: Max: _____

Will you be providing supplies for the students: Yes No

OR

Will you be charging a supply fee: Yes No If yes, how much? \$ _____

Please attach a copy of the supply list for this class.

Suggested Class Title(s): _____

Please write a brief description of your class:

Proposed length of class: (e.g. 2 weeks, 6 weeks, etc.): _____

Proposed length of each session (e.g. 1 hour, 30 minutes, etc.): _____

Preferred day(s) of the week: _____

Age of students: Min: _____ Max: _____ Number of students: Max: _____

Will you be providing supplies for the students: _____ Yes _____ No

OR

Will you be charging a supply fee: _____ Yes _____ No If yes, how much? \$ _____

Please attach a copy of the supply list for this class.

In addition, please attach a resume outlining your qualifications to teach the proposed class. Also include a sample class outline, lesson plan, previous promotional materials, and/or any other supplemental material that may assist us in reviewing your proposal.

I hereby certify that all statements on this application are true. I give my permission to the City of Sherwood to make any necessary verification of the information presented on this application.

Name (Print): _____ Date: _____

Signature: _____



City of Sherwood
Sherwood Center for the Arts
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www.SherwoodCenterfortheArts.org