

The Palette & The Page, LLC

Workshop Proposal Information

Thank you for considering a workshop here at The Palette & The Page, LLC. Please read & complete this form and submit it to us along with a JPG of the completed work.

1. Workshops are booked on a first-come, first-served basis. Please provide us with 3 possible dates to schedule your workshop in the event of a conflict. It is our goal to run a minimum of 3 workshops per month.
2. The workshop instructor determines the fee for participants. The Palette & The Page, LLC will retain a 25% commission off of this participation fee. There are no other fees charged by The Palette & The Page, LLC for the workshop space.
3. Minimum/Maximum: Please bear in mind the size and shape of our space when setting your class size. If students will need independent table space, then the maximum number we can accommodate is 6; if students can share a table we can accommodate approximately 12; if no table space is needed then we can accommodate approximately 30 students. As we grow our workshop venue, we would prefer that there were no class minimums. If setting a class minimum is necessary, there will be a non-refundable \$20 administrative fee.
4. In exchange for the commission collected, The Palette & The Page, LLC, will provide set up and break down of chairs and tables; light drink refreshments and light snacks.
5. Participants must register for the workshop through The Palette & The Page, LLC. Payment in full must be received prior to the beginning of the workshop.
6. Please be sure to contact The Palette & The Page, LLC three (3) days prior to get final attendance numbers.
7. The instructor may sell supplies for their workshop through The Palette & The Page, LLC. Any supplies to be sold, must be noted on an inventory intake sheet. The Palette & The Page, LLC will collect 10% commission on any supplies sold for the workshop.

*** Please provide a sample of what is to be completed during the workshop to us **no less than 6 weeks prior** to the proposed workshop dates***

Proposed dates for workshop (ex. Saturday, October 15, 2016)	1 st Choice	2 nd Choice	3 rd Choice
Time of Workshop (and length)			
Title of Workshop			
Cost			
Instructor's Name			
Level of Class (beginner, intermediate, advanced)			
Short Description of Workshop (no longer than 2 paragraphs; 1 paragraph is preferred)			
Maximum Number of Students			
Minimum Number of Students (\$20 advance fee--see #3 above)			
Kits available? If yes, what is the cost?			