

## ARTISAN DEPOT WORKSHOP GUIDELINES.

May 27, 2019

- SIGN UPS
  1. Instructor communicates with Workshop Coordinator, Tanya Ingvoldstad Otero, [ingvoldstadtj@gmail.com](mailto:ingvoldstadtj@gmail.com), 414-469-5487, to assure there are no date conflicts.
  2. Workshops are encouraged to take place during operating hours, although other arrangements can be made. Gallery is open Thur-Fri-Sun, 12-5 pm & Sat 11-5 pm.
  
- SPACE LIMITATIONS
  1. Maximum amount of students is around 10, depending on the activity.
  
- PROMOTION
  1. The Workshop Coordinator & PR Coordinator, Pat Richards Bishop, [patwearablesandart@gmail.com](mailto:patwearablesandart@gmail.com), 931-691-1817, will help promote workshops through the FCAG website, emails and social media, but the Instructor is highly encouraged to promote and attract students from their own lists.
  2. Workshop Coordinator & PR Coordinator will need to have promotion materials from Instructor four weeks prior to class date.
  3. Instructor will provide samples of work and description of class, fees, material requirements if needed, as well as any pertinent sign up sheets etc. Printed sheets will provide Instructor contact info; name, email, phone number. These will be located in gallery where visitors can view. Cut off dates for registration is encouraged.
  
- PAYMENTS
  1. Payments by students can be made through the FCAG website, or at the Artisan Depot via, check, cash or credit card during business hours.
  2. Workshop Coordinator will keep track of payments and contact Instructor on sign ups.
  3. Workshop Coordinator will contact Treasurer after all payments have been accounted for.
  4. Payment will be made via the Treasurer to the Instructor within 30 days after Treasurer has been notified by Workshop Coordinator regarding payments completed for workshop. Treasurer is a volunteer and at times may require additional time to write checks especially during tax season.
  5. There is a 20% fee deducted from workshops except for material fees. Material fees can be paid to the instructor at the time of the class.
  
- SET UP
  1. The Gallery provides tables and chairs to accommodate up to about 10 students comfortably depending on activity. Instructor sets up tables and chairs and is responsible for folding chairs and tables and returning to storage room, as well as cleaning up after the workshop.
  2. Protection of tables and floor with protective materials encouraged especially if mediums used may make contact with rug and floors.
  3. Arrangements will be made with Workshop Coordinator regarding opening and closing post workshop and any other assistance Instructor may need.