



Guidelines for Workshop Presenters at the Artisan Depot

- 1. Instructor must check with Gallery** Coordinator Pippa Browne email <mailto:pippabrowne@hotmail.com> to make sure there are no conflicts with setting up a date for a workshop. The Instructor will work with the Workshop Liaison Kim Phillips email kim@tinycreativehouse.com phone 615-829-0772 if they have questions regarding workshops or these guidelines. Workshops should take place during operating hours of the Artisan Depot (noon to 5:00pm Thursday, Friday, and Sunday and 11:00am to 5:00pm Saturday) unless special arrangements are made with the gallery coordinator. Saturdays are probably the best days for workshops, but still need to check for possible conflicts for events that might be happening on Saturdays.
- 2. Keep in mind that SPACE IS LIMITED** in the gallery for workshops. The maximum number is around nine, depending on the activity. Instructor should be proactive in signing up students.
- 3. Advertising:** Workshops need at least four weeks of publicity and promotion in order to assure classes have an opportunity to draw students. Instructor is encouraged to promote the workshop.
 - a. Instructor should send photos and all pertinent information about the workshop to PR Coordinator at least 4 weeks before the event. Send to Pat Richards Bishop at patwearablesandart@gmail.com. Information should always include the 4Ws (Who, What, When, Where). Instructor will edit photos and information into workable formats. PR prefers that pictures be in .jpg format and the text be in a .txt file.
 - b. Information (photos and workshop info) sent by the instructor to PR will be: 1. Put on website by website manager and an email be sent to contact list at least four weeks before event. 2. PR Coordinator will send workshop info to news media (print and radio). 3. Posted on Facebook and other social media and promoted in a timely manner until date of workshop, including creating an Event Calendar on FB, Keep track of messages on Facebook and emails requesting info and forward to the instructor. Instructor encouraged to self-promote on social media.
- 4. Instructor should create posters/fliers**, sign-up sheets, forms etc. and distribute to businesses, groups and the Artisan Depot.
- 5. Payment and registration** for the workshop may be online if arranged with the Workshop Liaison. The gallery is willing to take registrations and funds for the workshop during operating hours. Money or checks with registration will be put in an envelope under the cash drawer for the instruction. The gallery will not track registrations or funds made by check and/or directly with the instructor. Instructors need to keep track of how many students have signed up.
- 6. If an instructor decides to cancel a workshop**, they need to inform gallery coordinator, registered participants, and PR coordinator so that notice of cancellation can be sent to print and radio media, posted on social media, and website.
- 7. The gallery charges a space usage fee that is 20%** of the instructor fees collected. Material fees may be a separate charge. This 20% will be deducted from payment to the instructor if payments are made online, or the fee is due to the gallery coordinator within one week of the completion of the workshop. If the instructor does not charge an instructor fee then the space usage fee is \$5 minimum per person attending the workshop.
- 7. The instructor is responsible for setup** of tables and chairs for the workshop and for making sure that the tables and chairs are returned to storage and that the area is cleaned up (including kitchen if it is used). Arrangements will be made with Workshop Liaison for opening/closing.