



## ART WORKSHOP SUGGESTIONS SHEET

The following suggestions are intended to assist the Instructor in creating a successful workshop.

1. Set date for workshop at a time that doesn't conflict with other events, such as art festivals, etc. Set date and time **at least four weeks** ahead of time, after checking with Gallery Coordinator.
2. Check out the space available at the Artisan Depot beforehand to determine how many students can be accommodated with the activity you are offering. Maximum amount recommended is nine students at two students per table.
3. Decide on minimum and maximum amount of students you can handle with consideration that space at the Gallery is limited.
4. Set up a deadline for receiving payment.
5. Create good pictures and concise description of what students will be making for promotional purposes.
6. Promote your workshop on social media and website pages.
7. Invite friends and groups you belong to.
8. **IMPORTANT:** Bring a sample of item with information on dates, fees, deadlines and sign up forms, etc. to display in gallery **four weeks** before workshop.
9. While the Artisan Depot public relations, website & social media managers will do their best to attract students via promotions, it is **highly** recommended that you attract and sign up your own students. The Gallery is not responsible for filling your classes.
10. Make yourself available via phone or email in case students have questions.
11. If beginners are welcome, make this known. Sometimes people are afraid they won't be able to create something because they don't have art experience.
12. Saturdays are probably the best time for workshops.
13. Unless you are providing all materials, notify students of any materials they may need in a timely manner. We don't have a good art supply store in the area and they may need to acquire certain items online or elsewhere.

14. Be clear to students and in sign-up materials regarding refund policy in case student decides to drop out.
15. Make your workshop fun! While not required, providing some snacks and drinks helps! Or if not, suggest students bring their own snacks or lunch if appropriate.