Thank you for your interest in teaching at the Round Hill Arts Center. We are always looking for enthusiastic artists and instructors to lead kids and adult classes and workshops at the center, and we are flexible in our scheduling and can accommodate a wide variety of classes from weekly, ongoing classes to full-day or half-day workshops. As you design your class or workshop, consider some of the types of things we typically offer. But we can work with you if you have another idea in mind. See our website to get a better idea of the classes and workshops we currently offer.

Ongoing Classes - These classes meet the same day and time each week and normally last 5 to 6 weeks, but we can accommodate a shorter or longer schedule.

Workshops - Workshops are one time events and can be scheduled for as little as a couple of hours or as long as an entire weekend.

Family Fun Workshops - These workshops are scheduled once a month, and are often related to the season or time of year. They are designed to allow parents and children to make art together. They are usually 2 hours in length, and at least one adult and one child are required register for the workshop.

Get Me Started Workshops - These introductory workshops are usually scheduled the second Saturday of the month, and are designed to introduced teens and adults to a particular material, technique, artistic concept. They are popular with those who want to try something out before investing in a longer, more in depth class.

Summer Camps - Camps are offered typically from mid June to mid August depending on the Loudoun County Public Schools calendar. These camps run daily for 5 straight days for 3 hours, and are scheduled for the morning (9-12) or afternoon (1-4).

Please email your proposal in the form of an attached Word document to [info@roundhillartscenter.org](mailto:info@roundhillartscenter.org), and make certain to include all of the information on the follow page.

Class Proposal Form

**Title of Class/Workshop:** (a short and catchy title can really pique interest in the class)

**Description of Class/Workshop:** (3-5 sentences that will get people excited while describing what they will learn or do)

**Proposed Date(s):**

**Preferred Start & End Times:**

**Number of classes:**

**Minimum # of Students:** (this is the minimum of students you need to run the class

**Maximum # of Students:** (12 adults is the maximum our studios can comfortably accommodate, but we can squeeze in up 16 for the Family Fun Workshops)

**Appropriate Age Range and Ability of Students:**

**Class Tuition per Student:** (50% is typically retained by RHAC)

     Amount to instructor/Amount to RHAC

**Special classroom requirements** (We have tables, chairs, and sinks. What else?)

Have you received and signed an Instructor Agreement for the current year?

Please attach at least one image (no larger than 1000x1000 pixels) of a project sample as a separate file to the email. Please do not include it in the Word Document.

**SUPPLIES** -  Please indicate one of the following and supply the appropriate information.

* Students will not need supplies.
* Students should bring their own supplies. Please include a supply list below.
* Instructor will provide supplies and students will pay the instructor at the first class directly. Materials Fee: $ \_\_\_\_\_\_\_\_\_. Please list all the materials students will receive for this fee.
* Instructor will provide supplies and be reimbursed by RHAC based upon receipts. All reimbursed supplies become property of RHAC and will remain at the center. Please include a supply list and an estimated cost per student here to be pre-approved by RHAC.
* RHAC will provide all supplies and charge a student supply/materials fee in addition to tuition if necessary. Please include a supply list, and please be specific with brand and size if necessary.