

WORKSHOP/CLASS TITLE:

Is this a  one-time class or  series of classes,

weekly or  monthly How many? \_\_\_\_\_\_\_\_

DATES (include what day of the week):

BEGINNING/END TIME:

LOCATION:

REGISTRATION COST FULL SERIES: MEMBERSHIP $ NON-MEMBERS $

SINGLE CLASS SIGN UP COST: MEMBERSHIP $ NON-MEMBERS $

REGISTRATION LIMIT:

REGISTRATION MINIMUM:

*(Cost of location + Cost of Instructor + EC Fee ($50) / member registration fee)*

REGISTRATION DEADLINE DATE:

WORKSHOP/CLASS COORDINATOR:

INSTRUCTOR NAME:

ADDRESS:

EMAIL:

PHONE:

INSTRUCTOR’S FEE:

Instructor will accept a reduced fee to allow the Guild to break even.  Yes No  
If NO, then the class will be cancelled if the minimum number of registrations is not met.

COORDINATORS SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSTRUCTOR’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_