



## Workshop Request Form

Date \_\_\_\_\_

Group Leader Name \_\_\_\_\_

School/Group Name \_\_\_\_\_ Grade Level \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Cell \_\_\_\_\_

**Workshops can be arranged before or after tour: Thursday, Friday and Saturday 10 AM - 3 PM**

**Advance notice of one month needed to schedule workshop**

**Workshops vary in price. Hour long workshops generally run \$100 and include instructor, lesson plan created for your specific group, materials, set-up and clean-up.**

**Cost will increase depending on length of workshop and materials used.**

Are you scheduling a workshop along with a tour?  Yes  No

List two possible dates/times for tour/workshop: \_\_\_\_\_

Number of students: \_\_\_\_\_ Number of chaperones: \_\_\_\_\_

What type of workshop are you interested in?

Drawing  Painting  Printmaking  Ceramic  Suggested  Other \_\_\_\_\_

Are your students working on a particular theme that you would like to tie into the lesson plan, for example, cubism or environmental issues? \_\_\_\_\_

Would you like to request a teacher? \_\_\_\_\_

All gallery programs are accessible to those with special needs.

Please indicate whether you or your students have any special needs: \_\_\_\_\_

Any additional information you would like to include in your request? \_\_\_\_\_

**Reservation confirmation and invoice will be sent to your email address to confirm the date, time and cost of your workshop. Payment is due day of workshop.**