



CULTURAL CLASSES/WORKSHOP PROPOSAL
 PACE Center and Mainstreet Center
 Submit to Education Manager Kirstin Fletcher

Email: kfletcher@parkeronline.org Fax: 720.851.3030 Mail: 20000 Pikes Peak Ave., Parker, CO, 80138

Select Programming Season Specific to this Class Proposal:

FALL (September – December) Deadline May 25

WINTER/SPRING (January – April) Deadline September 25

SUMMER (May – August) Deadline: January 25

Organization Name: _____ Submittal Date: _____
Or Individual Instructor Name

Organization Phone Number: _____ Website: _____

Organization Mailing Address: _____
Street / P.O Box City, State, Zip

Instructor Names:	_____	Phone:	_____
		Email:	_____
	_____	Phone:	_____
		Email:	_____
	_____	Phone:	_____
		Email:	_____
	_____	Phone:	_____
		Email:	_____
TA Name & Age:	_____	Email:	_____
TA Name & Age:	_____	Email:	_____

I carry Limited Liability Insurance and can provide a certificate naming the Town of Parker as additionally insured. Yes No

I am a Town of Parker Part-Time Cultural Instructor. Yes No
 Part-time Cultural Instructor positions are posted on an as needed seasonal basis and are available for application online at <http://www.parkeronline.org/201/Employment-Opportunities>. Please inquiry with Kirstin Fletcher if positions are available.

I have completed a background check through the Town of Parker OR I can provide evidence of passed background check through my agency. Yes No

Class Name: _____

Description of Class:

(Will be printed online and in brochure.
Some content may be cut for brochure)

Student Age Range: _____

Student Minimum: _____ Student Maximum: _____

Number of Instructor(s): _____

Student/Teacher Ratio: _____ # of Students Per _____ # of Instructor(s)

Class Fee: \$ _____

Note: **Contracted Instructor retains 60% of this fee.** A 10% fee is added to non-resident class fees.

Additional Student Supply Fee Paid to Instructor: (if applicable) \$ _____

Supply Description: _____

Note: Instructors are required to provide all necessary supplies for class activities. Town of Parker may provide some basic craft supplies.

Supply List for Students to Bring to Class: _____

Room Set Up: (Number of tables, chairs, easel, whiteboard, etc., and layout.) _____

Proposed Class Date(s) (Students will pay by SESSION)

Session I: _____

Session II _____

Session III: _____

Session IV: _____

Day of the Week: _____ Time: _____

Does this Class end in a showcase/performance? _____

If yes, include: Date: _____ Time: _____

Equipment Required: _____

Thank you for your class proposal submittal. A response will be provided within 30 days of receipt.