

- SIGN-UPS

1. The instructor communicates with the Workshop Coordinator, Pat Richards, patswearablesandart@gmail.com, 931-691-1817 leave a message, to ensure there are no date conflicts.
2. Workshops are encouraged to take place during operating hours, although other arrangements can be made. The Gallery is open Thursday through Sunday, 12-5 pm.

- SPACE LIMITATIONS

1. The maximum number of students is around 10, depending on the activity.

- PROMOTION

1. The Workshop Coordinator and PR Coordinator, Pat Richards, patswaeableandart@gmail.com , 931-691-1817, will help promote workshops through the FCAG website, emails, and social media, but the Instructor is responsible for promoting and attracting students from their own lists for a successful show.
2. The Workshop Coordinator and PR Coordinator will need promotional materials from the Instructor four weeks before the class date.
3. The instructor will provide samples of work and a description of the class, fees, and material requirements if needed, as well as any pertinent sign-up sheets, etc. The printed sheets will provide the Instructor's contact info: name, email, and phone number. These will be located in a gallery where visitors can view them. Cut-off dates for registration are encouraged.

- PAYMENTS

1. Student payments can be made through the FCAG website or at the Artisan Depot via check, cash, or credit card during business hours.
2. The Workshop Coordinator will keep track of payments and contact the Instructor regarding sign-ups. The instructor is responsible for contacting the Workshop Coordinator for a list of paid classes in the days prior to the class date.
3. The Workshop Coordinator will contact Treasurer Denese Miller at millerjdenise@yahoo.com after all payments have been accounted for.
4. Payment will be made via the Treasurer to the Instructor within 30 days after the Treasurer has been notified by the Workshop Coordinator regarding payments completed for the workshop. Treasurer is a volunteer and at times, may require additional time to write checks especially during tax season.
5. **A 20% fee is deducted from workshops except for material fees.** The instructor is responsible for collecting material fees which are not included in the fees.

- SET UP

1. The Gallery provides tables and chairs to comfortably accommodate up to about 10 students, depending on the activity. The instructor sets up the tables and chairs and is responsible for folding them and returning them to the storage room, as well as cleaning up after the workshop.
2. Protecting tables and floors with protective materials is encouraged, especially if the mediums used may contact the rug and floors.
3. Arrangements will be made with the Workshop Coordinator regarding opening and closing post-workshop and any other assistance the Instructor may need. Remember the Workshop Coordinator is a volunteer and is not being paid for any assistance.