



**GARRISON ART CENTER**  
 PO Box 4, 23 Garrison's Landing, Garrison NY 10524  
 845.424.396 www.garrisonartcenter.org

**DEAR TEACHING ARTIST:**

Garrison Art Center encourages Teaching Artists to submit Course Proposals. If you wish to do so, follow these steps:

1. Fill out and submit your class or workshop proposal using the on-line template at: [www.garrisonartcenter.org](http://www.garrisonartcenter.org), click "Classes"
2. Sign the Teaching Artist Contract Agreement (provided below) & mail to the Art Center
3. Email copy of complete resume (Word doc) to [info@garrisonartcenter.org](mailto:info@garrisonartcenter.org)
4. Download Studio/Building Policies-Classes and Procedures from website.  
Distribute copies to students.
5. Download Teaching Artist Invoice from website. Two equal payments will be made.  
Invoices must be received one week prior to pay period.

**PROPOSALS ARE DUE NO LATER THAN: FRIDAY, NOVEMBER 14**

**SCHEDULING INFORMATION, RESTRICTIONS & ANNOUNCEMENTS:**

Classes and Workshops

may start the week of:

**JAN. 12 - 18, 2009**

should end by the week of:

**MARCH 23 - 29, 2009**

**No Classes** will be held on **Wednesdays from 9am to 3pm** - due to home schooling art classes

Take into consideration when developing your course rates the following:

**(Teaching Artist receives 65% of total registration, Garrison Art Center 35%)**

-----  
**TEACHING ARTIST CONTRACT AGREEMENT**

INSTRUCTOR'S NAME: \_\_\_\_\_ SS#: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

**Please check that you have completed all five steps listed above.**

The Art Center will email you Class Brochures to distribute, and you are encouraged to direct inquires to [www.garrisonartcenter.org](http://www.garrisonartcenter.org), "classes". Remember that the success of your class registration partly depends on your promotional efforts. Use personal contacts, distribute Class Brochures, hang flyers, etc.

The Art Center offers need-based scholarships. Students in need should call the Art Center for information.

It is understood by the undersigned that registration will be handled by, and all tuition fees paid directly to, **Garrison Art Center**. Total registration revenue is shared **65% Instructor/ 35% Art Center**. Studio/Building Policies-Classes & Procedures (downloaded from website) must be strictly followed. Teaching Artists are responsible for providing students with a materials list and class syllabus prior to or during the first class. If preferred, Teaching Artists may collect materials fees directly from students and be responsible for the purchase of materials.

**Teaching Artist's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_