**Class proposal form:** To ensure all new classes/workshops can be easily added to the website please complete the following form.  We will inform you of the outcome of your proposal within 14 working days.

All classes/workshops will be MAC operated, with tutors being paid directly by MAC for their time and expertise.

|  |  |
| --- | --- |
| **Tutor Name** |  |
| **Tutor Email** |  |
| **Class/Workshop Title** |  |
| **Tag Line** | *Please provide a short tag line for your class (no more than 50 words).* |
| **Preferred Dates and Times** |  |
| **Course Description** | *Please provide a course description for your class (no more than 200-300 words).* |
| **Promotion (**MAC shall promote your workshop on our social media and website. In some circumstances we can add workshops to our marketing material - please request in advance as there may be a fee associated) | *Please provide details on how you shall market and promote your workshop* |
| **Tutor Biography** | *Please provide a short tutor biography in writing (no more than 200-300 words).* |
| **Participant Requirements** (i.e. materials needed, prior experience etc) | *Please provide any additional information regarding participants.* |
| **Images** (i.e.Examples of work and/or image of tutor) | *Please supply digital images via email along with the completed form.* |
| **Link to your website** |  |
| **Link to your Artist’s Social Media Pages**  **(Facebook, Instagram, Twitter)** |  |
| **Contact** | *Please return this form via email to* [*admin@morayartcentre.org*](mailto:admin@morayartcentre.org) |