**ALL items must be complete and included with this form for your class(es) to be considered. You must attach one form per class or workshop.** Microsoft WORD or PDFs are preferred for all attachments. Please label files Lastname\_FirstName\_ClassName and upload to the Google Form.

*We are also accepting proposals for our upcoming “Free Art DAI” (formerly “Free Family Day”). This 1.5-hour event on February 20th will offer 3 free art activities for the Duluth Community. Artists will plan and lead a 35-40-minute art activity that participants can do from home over Zoom. Free Art DAI is targeted toward youth, but occasionally adults with developmental disabilities also participate.*

1. Instructor Name:
2. Name of Class/Workshop:
3. Artist bio or statement (no more than 2 paragraphs):
4. Class Age Range (children 12 and under, children 13+, adults, seniors, mixed)
5. Level: **Beginner, Advanced Beginner, Intermediate, Advanced, All Levels**. Include any “prerequisites” you require.
6. Brief class description. Please be concise, explain exactly what the student will learn and make, no more than one paragraph. This may be used for the description on our website.
7. Supply list, if applicable. If specific materials are needed (i.e. a specific size or brand of something) please include all information and a link to where these items can be purchased.
8. Describe the duration of this class, including preferred timelines (examples include but are not limited to “1 x 3-hour class”, “2 x 8-hour workshop on a Saturday and Sunday”, or “6 x 4-hour classes meeting twice weekly”)
9. Can this class be made virtual?
10. Do you need an assistant?
11. Special needs for your classroom (either virtual or in-person)