

WORKSHOP SUGGESTIONS SHEET

The following suggestions are intended to assist the instructor in creating a successful workshop.

1. Set date for workshop at a time that doesn't conflict with other events, such as art festivals, etc. Set date and time at least four weeks ahead of time, after checking with Kelsey at Zollie Shop and Studio about available spots on the calendar.
2. Check out the space available at Zollie beforehand to determine how many students can be accommodated with the activity you are offering. Maximum amount recommended is 12 students.
3. Decide on minimum and maximum number of students you can handle with consideration of the space at Zollie.
4. Set up a deadline for receiving payment. Workshop Instructor will be responsible for collecting payment for workshops.
5. Create good pictures and concise description of what students will be making for promotional purposes.
6. Promote your workshop on social media and website pages.
7. Invite friends and groups you belong to.
8. While Zollie will post your workshop on Zollie's website and social media, it is up to instructors to attract and sign up your own participants and provide info and links to payment options. Zollie is not responsible for promoting or filling your classes.
9. Make yourself available via phone or email in case students have questions.
10. If beginners are welcome, make this known. Sometimes people are afraid they won't be able to create something because they don't have art experience.
11. All Zollie workshops are for ages 10 and up only. No children under the age of 10 will be permitted in the workshop area.
12. Mondays through Thursdays are usually the days most available for workshops, since Zollie normally has classes already scheduled on Friday nights and all day Saturday, but occasionally Zollie can accommodate outside workshops on these days. Just ask! Zollie is closed on Sundays.
13. Unless you are providing all materials, notify students of any materials they may need in a timely manner.
14. Be clear to students and in sign-up materials regarding refund policy in case student decides to drop out.
15. Have fun!

WORKSHOP GUIDELINES

1. Payment for Zollie rental space is required before a place on Zollie's calendar can be reserved. Cost to rent Zollie's workshop area is \$100 for 2 hours, and \$50 for each additional hour if needed. There is a two hour minimum for workshop reservations. Workshop reservations are non-refundable. If a workshop needs to be rescheduled, instructors must contact Zollie no later than 2 weeks before the workshop and immediately refund any payments already made by attendees.
2. While Zollie will post your workshop on Zollie's website and social media, it is up to instructors to attract and sign up your own participants and provide info and links to payment options. Zollie is not responsible for promoting or filling your classes.
3. Workshop instructor will be responsible for collecting payment for workshops by whatever method they prefer. If instructor is unable to have the workshop, the instructor must notify attendees 2 hours prior to the workshop scheduled time and immediately refund attendees' payments.
4. Workshop participants will be required to stay in the agreed upon area and keep all workshop materials in that area to avoid damage to any items in Zollie's gift shop and rear studio area. Participants will have access to the restroom.
5. All Zollie workshops are for ages 10 and up only. No children under the age of 10 will be permitted in the workshop area.
6. Zollie provides tables and stools to accommodate up to about 24 students comfortably depending on activity. If your activity requires more space, you may decide to limit workshops to 12.
7. Zollie will set up tables and stools. Instructor will be responsible for providing any table covers, drop cloths, and supplies needed for the workshop.
8. Instructor is responsible for wiping off tables and stools after workshop, as well as sweeping and cleaning up after the workshop. There will be one large trash can available with a trash bag for each workshop. If clean up is not completed, a \$75 clean up fee will be charged to the card on file.
9. Protection of tables and floor with protective materials is encouraged, especially if mediums used may make contact with tables and floors.
10. Toxic or flammable materials will not be permitted in the building.
11. Instructors may arrive 30 minutes before the workshop to set up and will have 15 minutes after paid workshop time for cleanup.
12. Zollie must be cleared of all participants at the end of the paid rental time. Any overages will be charged to the credit card on file at \$50 per hour.
13. Zollie will not be held responsible for any injuries during workshops.

I have read and agree to all workshop guidelines.

Name _____ Date _____

Date/Time of Workshop _____ Zollie Representative _____