



## Classes at the Gallery

Hull Artists members are invited to teach classes and workshops at Gallery Nantasket! Classes can be offered anytime that the Gallery is closed, and when other activities are not underway.

### Guidelines:

1. Classes are taught by Hull Artists members.  
HA members are encouraged to consider any dry media that they would like to teach. If you have questions about the appropriateness of your media, please contact Terry McMahon at [hull.artists@gmail.com](mailto:hull.artists@gmail.com).
2. The Teacher / Gallery split is 70%/30%. At the end of each month, Hull Artists will pay teachers 70% of fees collected for their classes.
3. Student sign-ups and payments are processed through Hull Artists, including students directly solicited by the teacher. Students may pay by cash, check, or credit card. Checks are made out to Hull Artists (not individual teachers).
4. Class fees and class size are determined by the teacher. The teacher can provide a materials list to students or may provide all materials needed for the class, with the materials cost reflected in the class fee. The teacher will determine the maximum and minimum number of students needed to run the class.
5. Gallery Nantasket has available two 8' folding tables and 14 folding chairs.
6. Classes may be offered for students 16 years and older.
7. Class scheduling will be agreed upon between the Teacher and the Gallery, based on calendar availability.
8. Hull Artists will publicize and market classes via Constant Contact, Eventbrite, social media, and the HA website. Teachers are encouraged also to market their classes to their own networks to reach a broader audience.
9. Teachers are asked to submit their registration form and 4 high-quality images to promote their classes to [hull.artists@gmail.com](mailto:hull.artists@gmail.com) and [lorynewmyer@gmail.com](mailto:lorynewmyer@gmail.com).
10. HA uses Eventbrite as a sign-up, payment, and marketing platform, and will be responsible for promoting classes there. Payments and sign-ups also can be made at the Gallery during open hours or via PayPal on the HA website.
11. Teachers will be notified by HA of class signups as they occur. Teachers will be notified 48 hours in advance if no one has registered.
12. HA will notify students 48 hours in advance if classes need to be cancelled due to low enrollment or weather conditions.

## Hull Artists Class & Workshop Program

Teacher's Name: \_\_\_\_\_

Class Title: \_\_\_\_\_

Date(s): \_\_\_\_\_

Single class: \_\_\_\_\_ Offered once? \_\_\_\_\_ Repeated? \_\_\_\_\_

Series: \_\_\_\_\_ How many classes? \_\_\_\_\_

Class Fee: \_\_\_\_\_ (includes materials fee of \$\_\_\_\_\_)

### Class Description:

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### Materials Students Must Provide:

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