

PNWS EDUCATION PROGRAM

Instructor Information Sheet

1. This program is open to all PNWS members.
2. To take full advantage of the advertising opportunities, an instructor should provide the required info three months prior to the class start date. You may provide the class information in as little as a few weeks before the class but publication may be limited to electronic media.
3. PNWS strongly encourages instructors to conduct their classes in a safe manner and have liability coverage and use a liability release form for their safety and the safety of their students. PNWS does not supervise the instructor or the class and provides only advertising services.
4. The PNWS member teaching the class is administratively responsible for conducting all the business associated with the class; PNWS provides listing/advertising only.

INSTRUCTOR PROVIDES

1. Class title
2. Class description
3. Class schedule including start date, end date and time of day
4. Class location (If you don't have a space to hold a class, you may contact Martin Eichinger martin@eichingersculpture.com or Carole Murphy sculptor@carolemurphy.com to make arrangements to rent studio space.)
5. Maximum class size
6. Class cost and material fees
7. Your web address if you have one
8. Your contact information
9. A list of personal safety equipment required for the class such as ear protection, safety glasses, cotton clothing when working around open flames.
10. If you would like to provide a discount to PNWS members please state the percentage.
11. Any other pertinent information

PNWS PROVIDES

1. A single contact for PNWS instructors to send their information to for publication in all available formats. This is currently Ken Patton Kinkinetic@verizon.net .
2. Class announcements with class details on the PNWS website
3. An abbreviated class announcement in the newsletter
4. Class postings along with the regular Call to Artists e-mails
5. The service of our publicity committee to get classroom announcements out to other publications, including on the PNWS FaceBook Page.
6. A list of advertising opportunities such as TeachStreet that teachers could pursue.
7. A list of possible venues that teachers could consider using.

Instructions for web publication of classes

1. Layout your material in an e-mail as you wish it to appear. The font will be the same as used on the rest of the PNWS site. You may insert bold, italic, font size and line spacing where desired. (There is a sample layout below.)

2. When using a link write out the full URL or e-mail address in parenthesis next to the words you wish linked. Underline the words you wish linked.
3. No images, but we will link to images you have elsewhere, the blog or your own website for example.
4. Before sending your completed article to me, please review the “Instructor Provides” list above to see if you included all of the pertinent information.
5. Allow two weeks lead time for website publication

SAMPLE LAYOUT:

Sculpting Intuitively in Aerated Cement

- 1) Sculpting Intuitively in Aerated Cement
- 2) Stretch into the Third Dimension in this ‘green’ media with a teacher that shows you how to find and follow your own vision. Carole Murphy follows the student rather than having the student follow her. Quotes from some of her students: “She takes care in giving guidance without stifling any creative drive, and she respectfully brings out the best in what your doing.” Sunny LeGrand. “I loved the encouragment and advice she provided me with...Plus, the material she introduces you to is to die for! Seriously, I'm still wondering where this material has been my whole life. I think anyone could have a great time in Carole's class and really find their artistic self or stengthen their already existing artist! “ Samantha Christie. “The wonderful thing about her teaching style is that she is not directing the class in a specific direction or material. Instead she is there more as a mentor.” Kevin Poe. “She offers instruction and suggestions as gentle nudges to your own creativity....I am grateful for finding Carole and her studio...” Jere Fitterman.
- 3) **Class Schedules** – Ongoing Sunday afternoon class – 2 to 4:30.
Eight week class starting up on Tuesday evening – 6:30 to 9pm.
Starting May 5th and continuing for 8 weeks to June 23rd.
- 4) Class location – 1404 SE Stark, Portland, 97214
- 5) Maximun class size is 10
- 6) Cost - \$200 and a \$25. Charge for a block of aerated cement.
- 7) www.CaroleMurphy.com
<http://www.teachstreet.com/teacher/carole-murphy-studio/reviews-about/2>
- 8) Phone – 503 235 7233, sculptor@CaroleMurphy.com
- 9) Safety gear provided when needed although you are welcome to bring your own safety glasses and mask.
- 10) 10% off all classes for PNWS members.
- 11) Images of the class are available at Classes at CaroleMurphy.com