***Workshop Proposal***

Please submit this completed form to ksoper@blacksburghistory.org or a staff member

|  |
| --- |
| **Workshop Instructor Information** |
| **Name** | Please write your full name. |
| **Organization/Affiliation** | Please list any organization, affiliation, or credentials.  |
| **Phone** | What phone number should we call to contact you?  |
| **Email** | Please list your email address. |
| **Facilitator’s Background** | Please provide an explanation of relevant past experience in organizing workshops and/or speaking on the subject matter you have selected: |

|  |
| --- |
| **Workshop Information Overview** |
| Workshop Title | Please suggest a concise, attention getting title for your workshop. |
| Proposed Date(s) & Time(s) | Ex. *Dec. 13, Jan. 13, Feb. 16 from 4:00-5:00* |
| Workshop Description | Please write a short description of your workshop  |
| Cost of Workshop per Individual | Cost should include the price of all materials each individual needs. *\*Please keep in mind that we strive to make these workshops accessible to the public when you are determining the cost\** |
| Materials & Supplies | Please list any materials you may use for the workshop, as well as any items that participants would have to purchase on their own (if any).  |

**\*Please attach pictures (if applicable) of the completed project along with this form**