



# Program Proposal

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Please fill out the form below, then email as an attachment to: [molokaiartsexecdr@gmail.com](mailto:molokaiartsexecdr@gmail.com); or print this document, fill it out and mail to: Molokai Arts Center | P. O. Box 116 | Kualapuu | Hawaii | 96757

1. Proposed Program Title: \_\_\_\_\_
2. Instructor's Name: \_\_\_\_\_
3. Contact Phone: Cell ( ) \_\_\_\_\_ Landline ( ) \_\_\_\_\_
4. Contact Email: \_\_\_\_\_
5. Mailing Address: \_\_\_\_\_
6. Check one of the following:
  - This is an ongoing, regularly scheduled class
  - This is a workshop                      Circle one:    Beginner            Intermediate            Advance
7. Proposed date(s)/time for workshop OR best day(s) of week/time:  
\_\_\_\_\_
8. This is a program for (check all that apply):     Adults             Seniors/Kupuna  
 Children/Youth    If this is a program for kids, list age range: \_\_\_\_\_
9. Minimum number of attendees: \_\_\_\_\_    10. Maximum number of attendees: \_\_\_\_\_
11. Please describe the program you are proposing:                      Medium \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Suggested cost of program to attendees: \_\_\_\_\_
13. What is your background relevant to this proposed class/workshop? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Please provide a brief bio: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Check one of the following:  I would like to volunteer my time for this program.  
 I will charge MAC a fee for this program.\*
16. If you will be charging MAC for the program, how would you like to be paid?  
 Flat fee. How much? \_\_\_\_\_  Fee based on attendance. How much? \_\_\_\_\_  
*\*Please note that MAC will need to be sent an invoice after completion of program before payment can be made.*
17. Will you be needing accommodation and/or transportation to/on Molokai? Check all that apply.  
 No.  I need transportation to Molokai.  I need local transportation.  I need accommodation.
18. Are there any special location or facility needs for your program?  
 No.  Yes. Please list: \_\_\_\_\_
19. Are there special equipment needs for your program (i. e. tables, chairs, projector, tools, etc.)?  
 No.  Yes. Please list: \_\_\_\_\_
20. Please list all supplies, tools and materials needed for the program. Please also provide information on where materials can be purchased. Itemize costs if provided by Molokai Arts Center. Factor in time and shipping cost to bring the items to Molokai.\*\* Be thorough.

| Item | Qty | Cost | Suggested Supplier | Instructor Provide | MAC Provide |
|------|-----|------|--------------------|--------------------|-------------|
|      |     |      |                    |                    |             |
|      |     |      |                    |                    |             |
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*\*\*Be aware that our geographic isolation makes acquisition of supplies both costly and time consuming. Many items considered standard elsewhere must be special ordered on Molokai and require time for shipping. Do not assume supplies can be readily acquired on island. We need a minimum lead time of three weeks, preferably more, to order any materials. **If a program must be cancelled due to lack of supplies resulting from the instructor's failure to adequately plan for and inform the MAC of materials cost or procurement, the MAC will not be responsible for paying instructor fees or travel costs.***

I have read and understood the above.

21. Are students required to bring anything to class (include safety/dress requirements)?  
 \_\_\_\_\_
22. Do you have any other needs for the program not covered by the form above?  
 No.  Yes. Please outline in detail. \_\_\_\_\_
23. Please attach any relevant photos or documentation of your work, or links to websites which show your work.
24. Are you able to donate art work (by you) to our next Soup R Sale fundraiser in March?  Yes  No