



South Beach Arts Association

PO Box 2006 ♥ Westport, WA 98595-2006

REQUEST TO SCHEDULE CLASS

Class Location: Clay Studio Gallery Other: _____

Class Name: _____

Class Size: _____ **Length of Class (hours):** _____

How many classes will this project required from start to finish? _____

Dates & Explanation of Class (if you require more than one day for a class, please explain what each class will consist of, the dates you want and the time each step will take.

Classroom Goal	Date	Time from - to
		_____ to _____
		_____ to _____

To Market Your Class

Provide an image to webmaster as to how the final product will look. Yes, taking into consideration that everyone's project won't be identical. Once approved, we will make a professional flyer for your class. It will be emailed for you to print (or printed for you, if necessary). It will be up to you to post your class flyer throughout the community. We will post your class online on the home page, as well as on our Facebook page.

Photo here

SBAA Board Use

Approved by: _____ Date: _____

Request for Flyer

Flyer Created & Sent to Teacher: _____ Date: _____