**Propose a Program**

Do you have an idea for sharing skills with community members or for helping them complete a project? Complete the form below to propose a program, class, or workshop at Cruces Creatives.

Email the completed form to events@crucescreatives.org

**Program Description**

1. What is the title of the program?
2. What will the program participants learn and/or make?
3. How does the program connect to one or more of Cruces Creatives’s missions? (Fostering economic development, furthering education, supporting the arts, protecting the environment, and advancing science and technology)
4. In general, what teaching approach will the workshop use? (For instance, demonstration followed by small-group making, step-by-step instruction and practice, etc.)
5. What space/room will the workshop use? (I.e., Kids’ Classroom, Textile Room, Audio-Visual Room, Classroom and Conference Room, Main Room, Multi-Purpose Room, Electronics Room, Wood Shop, and/or Bike Shop.) Will you need the whole room or part? If part, which part?
6. What date(s) and time(s) would you prefer for the program?
7. What tools and equipment will you need?
8. What materials and supplies do you plan to use?
9. Are there any pre-requisite skills that participants should have for this program?
10. What is the maximum number of participants?
11. What should program participants wear and/or bring?
12. What is the age range for the program?
13. What will the program cost per participant? Account for the value of your time, the cost of materials/supplies, and the facility share of revenue (50% of gross revenue or $5 per student, whichever is greater, unless the program is free.) Well the material fee be covered by your students or paid to you from Cruces Creatives?

**Marketing Information**

1. Write a program description that could be shared with participants and the media.
2. Attach a clear, sharp image or logo for the program.

**Instructor Information**

1. What experience and training do you have in relation to the program? Include formal and informal training, professional experience, certifications, and awards.
2. (Optional) Attach an updated résumé or curriculum vitae.

Thank you for your proposal!