



HOW-TO SUBMIT A WORKSHOP PROPOSAL

WORKSHOP ORGANIZING PROCESS OVERVIEW

The purpose of this PDF is to give the organizer a preview of the workshop organizing process, the Organizer(s) responsibilities, and the information required on the online form. The Workshop Proposal submission is via an online form, not this PDF.

Information entered on the Workshop Proposal online form is used to calculate the MBMAG per student workshop fee, to provide information for the MBMAG board to make decisions on the workshop and venue, and to facilitate advertising of the workshop. Once the MBMAG board has approved a workshop proposal, a MBMAG Workshop Contract Form will be provided to the Organizer(s) to fill out, sign, and obtain a signature from the Workshop Instructor.

WORKSHOP ORGANIZING PROCESS STEPS

Fill out the online form with the information detailed in this document. By filling out the online form you are simultaneously entering and uploading information for workshop viability assessment and workshop advertising if the workshop is approved.

ORGANIZER(S) RESPONSIBILITIES

With you, the Organizer(s) presence, at an online MBMAG board meeting, the board will assess the viability of the workshop based on factors which include the costs calculated based on inputs to the online form, and venue and instructor availability. If the workshop is approved, dates will be finalized and you, the Organizer(s) will be asked to complete the Workshop Contract form and obtain signatures from the Instructor.

The Organizer(s) is/are responsible for the entire workshop from initial instructor engagement to ensuring smooth post workshop instructor and venue (if applicable) financial transactions.

In a timely manner, the Organizer(s)

- will be the point of contact between the guild and the Instructor and the Venue (if applicable)
- will discuss availability, logistics, and fees with the Instructor and the Venue (if applicable)
- will be responsible for communicating with the instructor and venue and the MBMAG board
- will contact the MBMAG President to have the workshop proposal discussion added to a MBMAG Board meeting agenda
- will provide information to and from the instructor and the students
- will provide information to the MBMAG web and advertising team

MBMAG Workshop Proposal How-To Document

MBMAG (Monterey Bay Metal Arts Guild) PO Box 2468, Santa Cruz, CA 95063

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- will be responsible for obtaining payment check(s) from the MBMAG Treasurer for timely payment(s) to the instructor and venue (if applicable)
- will contact the Instructor and Venue (if applicable) once the workshop has been approved
- is/are responsible for helping to obtain or verify the Instructor's accommodations and will assist (if needed) the Instructor to find low cost lodging
- will contact the MBMAG Treasurer to discuss and arrange for payment(s) to the Instructor and Venue (if applicable)
- is/are responsible for making sure the instructor has lunch on the days the workshop is held
- will arrange free transportation for the Instructor between the workshop and their local lodging
- is/are responsible for returning the Venue in a condition in accordance with the Venue's guidelines to avoid payment of penalties for cleaning or condition that causes the guild to lose part of the deposit (if applicable)
- will provide more information or clarification as needed to create the online student registration for an approved workshop, the advertising for the workshop, Zoom arrangements (if applicable) and email announcements for the workshop
- will attend an MBMAG board meeting to report on the workshop and its profitability

THE FORM PROCESS

All information, descriptions, photos, logos, et cetera are submitted on the form in one session. To save data entered, step away from the computer and return later, click the "SAVE and return later" button.

For the best experience, prior to starting the form we suggest you log out of the MBMAG.org website, and log back in to begin a 'fresh session' before starting this form. MBMAG.org's member software automatically logs members out after 72 hours, even if "SAVE and return later" has been clicked.

The MBMAG website, and all your transactions to and from the website, are encrypted.

The form is split into discrete sections, many of which require the Organizer to scroll down to the bottom of the form's webpage to enter all the required information. Click NEXT as needed to advance to the next section of the form. On the form, a circled "i" is Help information for that entry section. Hover a mouse cursor over the "i", or if on a mobile device click the "i", to see the help.

The following sections of this document each correspond to one section of the online form.

THE WORKSHOP PROPOSAL FORM IS AT THIS LINK:

<https://mbmag.org/workshop-proposal-form/>

OVERVIEW OF THE ONLINE WORKSHOP PROPOSAL FORM

SECTION 1. INTRODUCTION OF THE PROPOSED WORKSHOP

In the first section of the form, you will be asked to provide the following general information

- Status of the proposal: If the workshop proposal is being submitted for MBMAG board review, or if the workshop has been approved by the MBMAG board
- Description of the Workshop: Input a description of the workshop including desired project outcome(s). Limit of 200 words. The text you enter may be used by the MBMAG Board to vote on having the workshop, and if approved the text may be used to help advertise the workshop via press and/or social media.
- If the proposed workshop will be held in-person, or if it will be held online
- If the workshop will be held online, if the workshop will be held via the Instructor's online web meeting platform, or the MBMAG Zoom account

SECTION 2. WORKSHOP ORGANIZER CONTACT INFORMATION

The MBMAG board will use this information to contact the proposed workshop instructor if needed. Please use the Instructor's First Name and Last Name. If the Instructor prefers a check be written to a business name, enter that in the Business Name field. You will be asked to provide the following instructor contact information

- Instructor first name and last name
- Instructor phone #
- Type of phone (cell or land line)
- Best contact method (text, email, phone call, any of the above)
- Email address
- Instructor business name (if applicable)
- Instructor website
- Link to workshop information on the instructor's website (if applicable)
- Instructor's Instagram account
- Instructor's facebook account
- Instructors full mailing address

SECTION 3 WORKSHOP OVERVIEW

You will be asked to provide the following general workshop information

- Will the workshop produce any hazardous waste or items the require special handling?
- Is there a recently, or to be, held similar workshop by this instructor?
- Duration of the proposed workshop

- If a similar workshop will be taught by the instructor in the next 6 months online, or in the SF Bay, Monterey Bay, or Half Moon Bay areas
- The Venue where the workshop will be held
- Venue name
- If the workshop will be held at the instructor's studio, the street address of the studio
- How many comparison workshops were benchmarked?
- How many workshop moderators will there be?

SECTION 4. MATERIALS HANDLING

You will be asked to provide the following information:

- A full description of any, and all, hazardous waste that will or could be produced by the workshop activities
- Any additional considerations including possible hazardous waste or material recycle fees
- Provide a full description of any, and all, materials used in or produced by the workshop that require a material recycling fee
- The type of fees, if applicable

SECTIONS 5 & 6. COMPARABLE WORKSHOP(S)

The guild uses this information to determine if we are providing good value for our members compared to other workshops by the instructor held elsewhere. You will be asked to provide the following information:

- How many comparison workshops were benchmarked?
- Workshop comparison inform (location / venue / website link)
- Description of how the workshop differs from the one being proposed for MBMAG
- Comparison workshop dates and duration
- Comparison workshop cost per student (total cost including any kit fee)

SECTION 7. WORKSHOP TIMING

The section is used for details of the proposed workshop timing. You will be asked to provide the following information:

- Workshop Dates (chosen, proposed, yet to be discussed, sets of dates to choose from)
- If sets of dates are available to choose from, there are spots for 3 sets of dates to be entered in this section

SECTION 8. WORKSHOP TIMING FOR SHORT WORKSHOPS

The section is used for details of the proposed workshop timing for workshops less than 1 day long (if applicable). You will be asked to provide the following information:

- Workshop dates and times (chosen, proposed, yet to be discussed, sets of dates to choose from)
- If sets of dates are available to choose from, there are spots for 3 sets of dates to be entered in this section

SECTION 9. STUDENT SKILL DETAILS

Listing of different skill levels required for students in the workshop (beginner, intermediate and advanced)

SECTION 10. INSTRUCTOR FEES

The Instructor Fees section of the form is used to help the board calculate the fees that must be covered by the final student price. You will be asked to provide the following information:

- When the instructor will be paid, and if any deposit will be requested prior to workshop start
- Whether the instructor fees include all the instructor's travel costs
- If there will be a kit fee cost per student, with \$ amount if applicable
- If the instructor will provide additional tools for purchase at the workshop
- The minimum # of students, ideal # of students, and maximum # of students the instructor will teach
- How the instructor fee will be charged and if there will be extra charges based on number of students exceeded, or timing exceeded

SECTION 11. INSTRUCTOR TRAVEL FEES

The Instructor Fees section of the form is used to help the board calculate the fees that must be covered by the final student price. You will be asked to provide the following information:

- What travel fees will be incurred by the instructor, with details for each
- If the instructor will be driving (if so roundtrip mileage)
- If the instructor will be flying (if so, 2 airfare quotes are required along with 2 rental car quotes)
- Low cost lodging (free home stays or if the instructor will need the assistance of the workshop coordinator to find a local low cost lodging option)

SECTION 12. INSTRUCTOR'S STUDIO / WORKSHOP SPACE FEES

If the workshop will be held at the studio or workshop of the Instructor, this section of the form will be used to help the board calculate the fees that must be covered by the final student price. You will be asked to provide the following information:

- How the instructor charges (per workshop, per student, per day, combination of per workshop and per student, et cetera)
- Instructor fees and any extra charges based on # students or duration of the workshop

SECTION 13. PROPOSED VENUE INFORMATION

The MBMAG board will use this information to find and/or approve the Workshop Venue. You will be asked to provide the following information:

- Ideal and maximum # of students that can be accommodated at the venue
- Venue formal business name (if different from previously noted name)
- Venue contact information (person, phone #, email)
- Venue website URL
- Venue Instagram account
- Link to any specific venue information to be considered
- Venue street address
- Venue hours of operation
- Any special venue requirements
- Tools and/or equipment that must be at the venue for the workshop to be successful
- Any special workshop requirements for the venue

SECTION 14. PROPOSED VENUE FEES

The MBMAG board will use this information to find and/or approve the Workshop Venue. You will be asked to provide the following information:

- When the venue will be paid
- If any deposits will be required prior to workshop start and if those are refundable
- Whether the venue charges a supplemental fee based on timing or # of students or days of the week
- The venue rental rate amount(s)
- The minimum # of students, ideal # of students, and maximum # of students the venue will accommodate

SECTION 15. SIGNATURE

- Organizer signature with date and time of submission
- Agreement to the following statement

My typed signature here is in lieu of my written signature for the electronic submission. Submitting this form on the MBMAG website, means I agree that the workshop must be approved by the MBMAG board

Typing my name here also means I consent to the terms of the MBMAG Workshop Cancellation Policy and all terms for the proposed venue.

As the organizer of the workshop, I will receive a discount on the workshop registration fee. All other workshop costs for the workshop seat, including tools, materials, and kit fee will be paid by me, the organizer.