

Guidelines to Consider in Preparing Your Workshop Proposal:

In preparing your Workshop Proposal, be sure to answer all questions. Incomplete proposals will result in delaying the Workshop Committee review process.

GENERAL UNDERSTANDINGS:

- Workshop Instructor generally receive 70% of registration fees
- The RRCA may impose a minimum enrollment and reserves the right to cancel a workshop
- RRCA may accommodate up to 52 students in Classroom A and 26 students in Classroom B
- Instructor is responsible for developing and paying for all marketing efforts they wish to use
- For further information or questions call: 231-398-9770 or email: xverna@RamsdellTheatre.org

Return Completed Proposal to: Ramsdell Regional Center for the Arts
101 Maple St., Manistee, Michigan 49660
or by email: xverna@RamsdellTheatre.org

Instructor Name: _____

Instructor Address: _____

Instructor Phone and Email: _____

Workshop Title (5-7 words): _____

Workshop age group range: _____

First time workshop instructors: Please provide a brief summary of your experience pertinent to this workshop proposal. *Write N/A if you've already done this workshop at the RRCA in the past.*

The brief workshop description should describe the activities and learning objectives. This will be used in advertising and promotion.

Workshop Description:

Please give us a list of dates and times you would like considered for your proposed workshop. List by day and date (Sat., May 4, 10am).

Preferred Workshop Dates and Times:

Prefer that workshop location be RRCA classrooms but will consider facilitating off site workshops.

Proposed Workshop Location:

List Additional Instructors/ Guest Speakers:

Write N/A if none

If you give permission, a link to your website will be used in advertising and promotion of this workshop.

Instructor's Website (write N/A if no website)

Keep your bio brief & to the point and no more than 30-40 words. Your bio will be used in advertising and promotion.

Instructor's Bio (you may also email your bio to xverna@RamsdellTheatre.org)

Based on your experience with this type workshop, what would you recommend as a registration fee (\$\$/Student)? *This should cover your material and teaching expenses.*

Suggested Registration Fee (\$\$/Student): _____

Describe special facility needs (ie.,seating/table arrangement) for your workshop.
Need 8' long tables and chairs OR need 5 round tables with 8 chairs around each.

Please provide a brief outline for your workshop. List activities and learning objectives. Attach outline to your Workshop Proposal.

Example of 2-day Workshop Proposal

Workshop Outline

First Day, Saturday (Date TBD)

1:00 pm Introductions

1:15 pm Slides covering background for historic research, exploring genealogical terms/tools and setting goals for successful projects

2:00 pm Break

2:15 pm Internet research tools both free and fee-based

3:30 pm Break 3:45 pm Using photographs to create evidence, solve mysteries and identify ancestors' stories

5:00 pm Dismissal

Second Day, Sunday (Date TBD)

1:00 pm Questions

1:15 pm Slides covering techniques to preserve family history stories, photographs and documents

2:00 pm Break

2:15 pm Exploring land deeds, wills and other documents for evidence and problem-solving

3:30 pm Break 3:45 pm Organization of files, photographs and other evidence to keep it all together;

Summary

5:00 pm Dismissal

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