



MOCA Studio School Class Proposal Form:

Please answer all the questions below to ensure accuracy.

Instructor name: _____
Home address: _____
Day phone: _____ Evening: _____
Email address: _____

Class title: _____
Student level: _____
Adults/ Children: _____
Children's age category: _____
Materials: _____
Is a supply fee needed: _____
Number of weeks needed: _____
Preferred times: _____
Preferred day/dates: _____
Are there any dates you will be unavailable to teach? _____

Description of Class:

Do we have a supply list on file for this class? If not please attach.

Do we have a current resume/bio and art image on file for you? If not please attach.