

TAP INSTRUCTOR FORM

Welcome and thank you for offering to become an Independent TAP Instructor. We would like to know more about you and what you are offering to teach, so that we can ensure everything is set up well for your class. Please fill out this form so we have a record of our independent instructors and their class information.

Business Name (not required) _____

Artist Name _____

Address _____

Phone&email _____

Write a brief description of the course you would be teaching at TAP.

Class Title: _____

Length: _____

Level of experience/age of students: _____

Materials needed – (student supplied / provided by instructor):

List any TAP equipment/supplies you will be using:

Community Empowerment Only (FREE)? ____ Fee Only? ____ CE and/or Fee?

What fee would you charge for your course? _____

List minimum and maximum number of students you will instruct? _____

What days and time of day are best for your instruction? _____

List dates in 2008 that you would like to reserve for putting on a class. (See Teacher Agreement for details) _____

If we happen to have more than one class scheduled, are you able to work in a 10' by 10' area effectively? _____ (Classes are scheduled on a first come and first served basis-we will try to accommodate large classes by only scheduling one at a time).

*Please attach your bio and references (if you have them prepared-otherwise don't fret).

Initial to give TAP permission to post excerpts of your qualifications in your class description information on TAP's website. _____

FAX this form to 253-238-0939 or eMail to instruct@tacomaartplace.org.

For TAP USE ONLY:

Class REGISTRATION # _____

Date Rec: _____

ALL Required forms: INSA _____ W-9 _____ Class Info _____ RSVP/LOG _____ WOL _____