

# 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 [info@TacomaArtPlace.org](mailto:info@TacomaArtPlace.org)**

**For TAP USE ONLY:**

**Class REGISTRATION # \_\_\_\_\_**

**Date Rec: \_\_\_\_\_**

**ALL Required forms: INSA \_\_\_\_\_ W-9 \_\_\_\_\_ Class Info \_\_\_\_\_ RSVP/LOG \_\_\_\_\_ WOL \_\_\_\_\_**