**Propose a Program**

Do you have an idea for sharing skills with community members or for helping them complete a project? Complete the form below to propose a program, class, or workshop at Cruces Creatives.

Return a physical copy to the front desk at Cruces Creatives or email the completed form to Vanessa Vasquez at v.vasquez@crucescreatives.org.

**Program Description**

1.What is the title of the program?

2.What will the program participants learn and/or make?

3.How does the program connect to one or more of Cruces Creatives’s missions? (Fostering economic development, furthering education, supporting the arts, protecting the environment, and advancing science and technology)

4. In general, what teaching approach will the workshop use? (For instance, demonstration followed by small-group making, step-by-step instruction and practice, etc.)

5.What space/room will the workshop use? (I.e., Kids’ Classroom, Textile Room, Audio-Visual Room, Classroom and Conference Room, Main Room, Multi-Purpose Room, Electronics Room, Wood Shop, and/or Bike Shop.) Will you need the whole room or part? If part, which part?

6. What date(s) and time(s) would you prefer for the program? Please include date(s), start time(s), and end time(s).

7.What date would you like as a registration deadline for the program? (A deadline before the start of the course can leave time to secure materials for each participant.)

8. What tools and equipment will you need?

9.What materials and supplies do you plan to use?

*10. Are there any pre-requisite skills that participants should have for this program?*

11. What is the maximum number of participants?

12. What should program participants wear and/or bring?

13. What is the age range for the program?

14. What are the material costs?

15. As the program instructor, how much would you like to earn per student?

**Marketing Information**

1. Write a program description that could be shared with participants and the media.

2. Attach a clear, sharp image or logo for the program.

**Instructor Information**

1. What experience and training do you have in relation to the program? Include formal and informal training, professional experience, certifications, and awards.
2. (Optional) Attach an updated résumé or curriculum vitae.

Thank you for your proposal!