SHOP TALK/WORKSHOP PROPOSAL FORM

Speakers may propose a workshop, class, talk, or demonstration they would like to run for the community at 23b. All proposed classes must be open to the general public.

Please return to Rig@23bshop.org **at least** 2 weeks before the first proposed date of talk or workshop in order to allow time for planning, prepping, and advertising to the community on our end. Please wait 2-3 days for 23b Shop's review of proposal/follow-up questions.

BASIC INFORMATION

*NAME//HANDLE: _____ // _____

ASSOCIATION: _____

EMAIL//PHONE: _____ // _____

WEBSITE: https://_____

SOCIAL MEDIA: _____

*FORMAT:
☐ Workshop ☐ Class ☐ Talk ☐ Demo ☐ Group Meeting

☐ **Series?** If yes: **Frequency:** ____ sessions
☐ Weekly ☐ Monthly

Preferred Days: M T W R F Sa* Sunday School
*3rd Saturdays (Shopluck): FREE Admission ONLY, NO NC-17+

Preferred Times: ☐ Morning ☐ Afternoon ☐ Evening

Preferred Dates: _____

*COST TO ATTENDEES: Speakers may choose to charge a $30 admission fee per person per session (Speaker will receive %50 of each admission sold). Speakers may also choose to include an additional $10 dollar material fee. Applications for higher admission or material fees by previous informed consent of Arclight *only*.

☐ Free ☐ $30 ☐ Other $_____ $_____

☐ Materials fees ($10) ☐ Other $_____ + $_____

TOTAL: $_____

*SET-UP NEEDS: Indoor//Outdoor Tables//Chairs ☐ Projection ☐ Equipment: _____

*CLEAN-UP PLAN: ☐ Speaker//Speaker Crew ☐ 23b hosts ($50 fee) ☐ Other: _____

CURRICULAR INFORMATION

*TITLE: _____

*SUBJECT: _____

*DISCIPLINES: _____

PRE-REQS: _____

*OUTLINE: _____

_____

_____

_____

_____

_____

_____

SERIES ONLY: Please give a quick breakdown of how the sessions will progress in your series:

1. _____
2. _____
3. _____
4. _____
5. _____

ADVERTISING INFORMATION

Data provided here will be included in information on our Meetup, Facebook, and email list. We ask that speakers please invite/advertise via Speaker's personal channels

BLURBS: Blurbs should be short and punchy. What do you want people to know about you going into this thing?

TIP: Tell people **why** they want to watch, what they're going to learn, how this can apply to their projects, toolkits, careers, pranks, etc. What would you tell your buddies to get them excited to learn/try/do/examine this thing?

*YOU: _____

_____

_____

*TALK: _____

_____

_____