

Additional information for C2 Class instructors:

Is your class geared towards beginners or advanced skill levels? Keep your audience in mind when drafting your lesson plan and let us know so we can advertise accordingly!

About the teaching space:

- The Program Room is 232 square feet and equipped with a full kitchen (stove, sink, microwave and fridge).
- There is access to three electrical outlets as well as internet and use of our projector to display images for teaching purposes.
- The MCC will set up two 8' by 2.5' tables in the space giving each of the 8 participants 4 sq feet to work within
- A third table will be set up for the instructor to put examples / teaching materials on.
- Limited storage can be made available should you need it for the duration of your workshop

Your lesson plan should:

- include clear objectives to be achieved after each 1.5 hour class
- allow students to practice techniques at home during the week should they want to
- specify the dates you need the projector for

Images:

- should be print quality
- will be used for advertising your class

The images you submit will be closely considered for how they communicate your proposed lesson plan. Only quality images will be considered.

15 minute rule:

As a workshop instructor for the Manitoba Craft Council, you will be expected to arrive 15 minutes before the class start time and stay 15 minutes after the class ends to sufficiently clean up. The instructor fee will cover this time in addition to the time you will be teaching.

Supply list:

Include in your proposal a supply list itemizing what each student needs for your workshop. Please specify if you would like students to purchase these items or if you would prefer to purchase the items ahead of time and hand out supply kits to each student on the first class.

- If students are responsible for purchasing their own supplies, your supply list will be e-mailed out to all participants ahead of time.
- If you choose to put together supply kits for each student you will be reimbursed for the cost of supplies as per your submission and you will be required to purchase all supplies during the week leading up to your workshop

Notification and Cancelation:

The cut off day for registration for your workshop will be the Monday before your Saturday start date. If we do not have our minimum number of registered students the workshop will be canceled. You will be notified by the end of that Monday if your class will run or if we have to cancel it. Be prepared to go out and buy your supplies the week before your class starts if you are building supply kits for each student.

See next page for images of the program room.

PROGRAM ROOM

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