

INSTRUCTOR FORM

We welcome the opportunity of having you conduct educational events at LMLT. Classes are held on the second floor; above the Museum shop at 2980 Adeline St. in a well-lit air-conditioned space. Access is by a wide stair, with a landing. It is not wheel-chair accessible at this time. LMLT facilities are suited for classes up to 20 students and lectures up to 40 attendees.

Typical Programs

Saturday Classes: 10:00 AM- 4:00 or 5:00 (5-6 hr. class) 12:30 PM-4:00 or 5:00 (3.5 – 4.5 hr. class)

Workshops: 2-3 Days (Excluding Sunday), typically consecutive, between 10:00 AM – 6:00 PM

Fees: All class fees collected go to the instructor with the exception of \$15.00 per student per session, which is retained by LMLT. Use this as a guide in your suggestions for class fee and minimum number of students.

Date _____

NAME _____

Address _____

Phone _____

Email/ Website _____

Proposed Class(es)

Background/ Qualifications

Preferred Schedule/ Dates

Class Descriptions (Please use attached form, separate page for each class)

Please Include: *Title*
 Description
 Prerequisites
 Minimum/ Maximum Students
 Hours/ Session
 Materials/ Fees for supplies which cannot be provided by LMLT
 Promotional Materials for publication and display



CLASS PROPOSAL

INSTRUCTOR: _____

CLASS TITLE: _____

CLASS FEE: _____

KIT FEE (IF PROVIDED BY INSTRUCTOR): _____

TIME FORMAT (PLEASE INDICATE NUMBER OF DAYS/ HOURS): _____

MINIMUM STUDENTS: _____

MAXIMUM STUDENTS: _____

CLASS DESCRIPTION:

MATERIALS LIST (NOT PROVIDED BY INSTRUCTOR):

PREREQUISITES: _____

