



Woodlands Art League

701 Sawdust Rd.
The Woodlands, TX 77380
www.woodlandsartleague.org

Teacher / Instructor Agreement and Registration

WAL Representative / Contact

Phone No. _____ Tom LaRock
Email: _____ 281-292-4811
Mail to: _____ 4747 Research Forest
Suite 180206
The Woodlands, TX 77381

Instructor Information

Name _____
Address _____
City _____ State _____ ZIP _____
Phone _____ Alt. Phone _____
Email _____
Website _____

Course / Class / Workshop Information

Brief Description _____

Student Minimum _____ Maximum _____ Est. Fee per Student \$ _____

Hrs per class _____ Frequency: Once _____ Weekly _____ Bi-Weekly _____

Monthly _____ Special Schedule (describe)

**Woodlands Art League
Responsibilities**

WAL will:

- Advertise the Program via its website, social media, and other outlets
- Send email notices to WAL members about the program and include any artist bios or digital images of work
- Provide a clean and neat studio space if artists choose to use WAL facilities
- Maintain an accurate accounting of names of students, fees collected, contact information about the student.
- Provide timely reimbursement and accounting for fees collected for Program

**Instructor / Teacher
Responsibilities**

The Teacher will:

- Develop a curriculum and materials list for the Program.
- Teachers will provide a class description which includes recommended ages and ability levels for students, and a short bio of the teacher including an example of the work that will be taught for promotional purposes.
- Arrive early to set up for Program sessions and fully clean up after each session ends.
- Procure all supplies as needed for the Program **or** provide a supply list to students.
- Distribute any permission forms or Program evaluations provided by WAL and will return completed forms to WAL as required.
- Teachers will promote the class however they can.

Fees and Expenses

Teaching Artist agree that WAL will take **20%** of the fee paid by each student enrolled in the class. All students will pay and enroll online at www.woodlandsartleague.org for each class taken.

WAL will pay teachers no later than two weeks after the start of class sessions.

WAL reserves the right to cancel or modify this agreement as circumstances warrant with the consent of both parties.

Special requirements or Instructions

This Teaching Artist Agreement consists of this form and the attached terms and conditions, if any. By signing below, Teaching Artist understands and accepts the terms of this Agreement including those relating to payment and responsibilities of both parties.

Teaching Artist

Woodlands Art League

Signature

Signature

Print Name

Print Name

Print Title (if applicable)

Print Title

Date

Date