

1754 East 47th Street

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**VIRTUAL WORKSHOP INFORMATION 2021**

Please complete this form digitally and return via email to Tana Pierro at tanapierro@morganconservatory.org along with three photos to be used in promotion as samples of what students can expect to create in your workshop.

**Instructor Contact Information**

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| Instructor(s) Name(s): | | |
| Mailing Address |  | |
| Phone Number(s): | | |
| Email Address: | | Website: |

**Workshop Information**

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| Workshop Title: |
| Maximum Workshop Size: *(Keep in mind workshops are virtual via zoom)* |
| Workshop Description: *(List processes and techniques that will be taught in the workshop as well as what can be expected as the final product from the workshop.)* |
| Suggested Reading *(optional)* |

**Scheduling**

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| Date(s) and hours you are available to teach: |
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| Number of days the workshop will run (workshops will be capped at a 3 hour/day max): |
| Number of hours needed for preparation: |

**Equipment and Materials**

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| A complete materials list is required before we can post your workshop online or print promotional materials*. Because all workshops are virtual, we encourage you to use materials easily sourced by the student to avoid shipping materials.*  \*If you would like to create a materials kit please indicate what materials will be included, the total cost of the kit/person, and the shipping fee. ***All kits are to be compiled and mailed out by instructors***. Kit fees will be included in the overall cost of the workshop and instructors will be reimbursed for each kit sent out. |
| Equipment and materials **to be provided by the student (Please be as specific as possible. We will link a website to each material to help guide students to what you have requested)**: |

**Biographical Information**

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| Please provide a short bio in paragraph form. With two-three sentences, briefly highlight your education, awards and/or grants you have received, and the most important exhibitions and collections your work is part of. This will be used to promote your workshop. |

**Please remember to attach three photos** **when you submit this form via email.**

If you have any questions, please feel free to contact Tana Pierro at the Morgan at (216) 361-9255 or via email at <tanapierro@morganconservatory.org>. Thank you!