



**City of Emeryville
Community Services Department
Fee-Based Instructor Class Proposal**

Instructor's Name:

Day Phone:

E-mail Address:

Cell Phone:

Address/City/Zip:

Proposed Class Name:

Class Description for Guide / Online *(Make it appealing with catch phrases or descriptions that entice a person to take your class!):*

Instructor Bio for Guide / Online *(List your experience and qualifications that will make people want to learn from you!):*

Proposed Day(s) & Time(s) of Class:

Proposed Date(s) and Session(s) of Class *(Groups of classes - list day of week, preferred time, and date):*

Session 1: _____

Session 2: _____

Session 3: _____

Session 4: _____

Individual Classes – Basic Goals and Objectives *(include extra lines if needed):*

Class 1: _____

Class 2: _____

Class 3: _____

Class 4: _____

What room size, flooring, classroom materials are you requesting the City of Emeryville provide *(Note: all requests are not guaranteed...space is limited):*

Class Fee – One Session:

Class Fee – One Class (Drop-In):

Note: Instructors are paid 70% of all class fees collected installments. Payments are made at the conclusion of each session

Materials Fee *(if necessary, collected by teacher at class):*

Suggested Class Sizes *(per session):* minimum = _____ / maximum = _____

Age Range for Class: _____ to _____ Years Old

Will participants need to purchase or bring anything to first class?

☐ Yes ☐ No

If yes, please list:

Do you have professional liability insurance? ☐ Yes ☐ No

Note: Most classes that have any movement involved will require insurance. You can purchase your own through professional organizations or the City offers insurance for purchase too. Please contact us if you would like to inquire on the City's insurance program.

Do you have a photograph or logo for the class? ☐ Yes ☐ No

Do you have a photograph of yourself for the instructor bio? ☐ Yes ☐ No

Do you have a flyer/poster already created for distribution? ☐ Yes ☐ No

If yes to these questions above, please email your high resolution images to rebecca.sermeno@emeryville.org

Is there any other assistance that we can give you in order to promote your class? ☐ Yes ☐ No

Note: We publish ads on social media, place flyers around town and include your class in our 20,000 copies of the City's Activity Guide, which is mailed to all residents/businesses in the 94608 zip code.

If Yes to the above question, what promotional assistance is requested:

Please contact Rebeca Sermeno with any questions!

- Emailing in this application with photos/attachments is preferred, thanks!
- Feel free to include any extra materials, your resume, or other information about anything on your class that would help us choose your class to be offered in Emeryville.

Thank you for interest in becoming an independent contracted instructor with the City of Emeryville!

Rebecca Sermeno (she/her)
City of Emeryville
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<https://www.mypronouns.org/she-her>